



## Property Management Implementation Specialist

Tsain-Ko Development Corporation

Anticipated Start Date: October 12, 2020

### Job Description

This is a new position at Tsain-Ko Group of Companies specific to the implementation of our Property Management division, responsible for management and operations of the Shopping Centre as well as upcoming real estate development properties once complete.

The position is located at the Tsain-Ko Village Shopping Centre, 5500 Sunshine Coast Hwy, Sechelt, BC.

Under immediate direction and reporting to the CEO, with work guidance from the Director of Projects and the Financial Controller, the objectives of this role are to:

- Identify property management needs across the organization.
- Review, implement, and maintain systems and software specific to property management and operations.
- Establish and maintain tenant relationships and communication plans.
- Draft a full suite of property management policies and procedures for communications, tenant and lease management, common area maintenance, capital projects and budgets, vendors and procurement, operations, reserves, scheduling, corrective actions, etc.
- Identify and prioritize current and upcoming capital projects with full estimates, budgets and recommendations.
- Establish and implement the property management division for the organization and identify the operational requirements of the division.

### Required Skills

- Self-motivated and the ability to multitask and adapt to a rapidly changing and growing organization.
- High level of organizational and problem-solving skills to ensure tasks are assigned and completed on schedule and budget.
- Software implementation and team training.
- Excellent time management and a track record of meeting deadlines.
- Broad-based computer skills and the ability to learn new systems and software very quickly and without oversight.
- Project management skills including budgeting and scheduling.

### Minimum Qualifications

- Minimum 2 years of related project management and implementation experience.
- Minimum 2 years of customer/client/tenant relationship management experience.
- Previous commercial property management experience is considered an asset.
- Previous experience implementing software and managing teams.

This job posting will be open from September 21, 2020 to October 2, 2020. Qualified candidates can apply by email to Jason Jenkins at [jjenkins@tsain-ko.com](mailto:jjenkins@tsain-ko.com).