

JOB-OPPORTUNITY

2008 - 38

Title: Centre Manager
Location: Hillside Centre, Victoria BC
Reporting To: Vice President, Western Canada

Duties & Responsibilities:

Responsible for all aspects of the property management program including daily operations, security and marketing and all related reporting.

- Ensure recruitment and development programs for hourly and salaried staff with particular emphasis on department heads and administrative personnel.
- Management, through Department Heads, of in-house administrative, maintenance, customer service and security personnel;
- Direct the centre's annual budget preparation, management and exception reporting and adherence to budget guidelines.
- Respond, as required, to staff matters;
- Ensure tenant meetings and customer service programs are in place to document/respond to tenant and customer inquiries and complaints.
- Maximize operating cash flows through specialty leasing programs and by sourcing potential local/regional tenants to improve merchandising mix.
- Manage capital planning through ongoing reviews of the building and all related equipment and improvements to reduce the owner's exposure to irregular cash requirements.
- Develop relationships with municipal and provincial persons and be the centre's representative on appropriate committees and organizations.
- Foster relationships with local industry and BOMA members to maintain awareness of competitor activity and/or potential assets for purchase.
- Participate in the current planning for a renovation of the existing shopping centre in addition to the expansion program under review.
- Other duties and projects as required by the Business Unit.

Skills & Experience Required:

The successful candidate will possess:

- Minimum of five (5) years of shopping centre management experience and relevant post secondary education;
- Excellent leadership and communication skills;
- Strong organizational skills;
- Be self-motivated, diplomatic, innovative and able to accept challenges;
- Highly Developed computer and Software skills;
- Leasing experience would be an asset;
- Able to work in a 'Team' environment;
- A Degree in Business Administration is a definite asset.

If you, or anyone that you know of, are interested in applying for this position, please forward your resume to:

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