
REGION:	West
POSITION:	Asset Manager
DEPARTMENT:	Asset Management
LOCATION:	Western Corporate Office – Brookfield Place Calgary, Suite 1210
REPORTING TO:	Senior Vice President, Western Region

DESCRIPTION & RESPONSIBILITIES

DESCRIPTION:

Work alongside the SVP, Western Region (Region Head) and Asset Management team to execute on various assignments within Brookfield Properties' Downtown Calgary Office Portfolio (+9M square feet).

Assist with the execution of various regional & executive initiatives, including leasing, property operations, financial management, strategic objectives – financings, acquisitions and dispositions, business planning, talent management and portfolio and property valuations.

RESPONSIBILITIES:

Regional Strategy Implementation

Actively lead and support the execution of various initiatives including:

- Office & Retail Leasing – Maximize Revenue, Velocity and Term
- Capital Expenditures – Allocation & Project Execution
- Property Redevelopments – Repositioning, Budgeting & Delivery
- Employee Development – Asset & Property Management Teams
- Sustainability – Environmental, Social and Governance
- Strategic Initiatives – Acquisitions, Dispositions, Financings and Portfolio Strategies
- Investment Return Performance – NOI & Cash Flow Enhancement
- Process Improvement – Leasing, Legal, Accounting, Construction and Property Management
- Fiduciary Responsibility – Cash Flow, Liquidity Analysis and Financial Statement Review
- Organizational Effectiveness – Innovation, Productivity and Efficiency

IFRS Property Valuations, Business Plan Development and Portfolio Board Reporting

- Oversee the preparation of IFRS Property Valuations (Argus DCF) on a quarterly basis and ensure presentation material is delivered accurately and on timely basis.
- Manage Internal Financial Analysts and External Appraisers in the preparation of DCF values and appraisals.
- Lead and support the completion of all tasks related to the annual Business Plan process, including development of Leasing Assumptions, Property Operating and Capital Expense Forecasts, Expense Recovery & Shortfall Analysis, Investment Value Generation, Debt Modelling and Accretive Asset Strategies.

- Ensuring timely distribution of all Business Plan and Portfolio Board deliverables to the SVP, Western Region, Canada Lead & Global Head of Office.

Joint Venture Relationship Management & Industry Involvement

- Develop working relationships with joint venture partners and co-owners and assist with the completion and coordination of the various external reporting requirements, presentations, and business plans.
- Active involvement in the Calgary Commercial Real Estate Industry promoting both professional development and the best interests of Brookfield Properties.

QUALIFICATIONS

SERVICE / PERSONAL SKILLS:

- Thrive in a fast-paced environment and be able to balance a varied workload and tight deadlines.
- Superior attention to detail, accuracy and ability to follow-up as required to meet deadlines.
- Results driven with strong communication and interpersonal skills to influence and drive change; able to efficiently prioritize multiple tasks
- Relationship management skills with respect to key stakeholders including co-owners, tenants, lenders, appraisers, consultants, and the senior management/executive team.
- Strong leadership skills with a focus on solution-oriented approaches.
- Self-motivated and proactive, both with respect to managing workload and professional development.
- Confidently able to deliver results and present to senior leadership under tight deadlines.
- Must be a team player with exceptional work ethic and adaptability.

EXPERIENCE & TECHNICAL SKILLS:

- 5+ years of extensive and relevant exposure to commercial office real estate.
- Well-rounded understanding of commercial mixed-use office fundamentals, including office and retail leasing, DCF valuation modelling, property management, building operations, business plan development, tenant and landlord construction, capital expenditure management and value-add asset strategies.
- High numerical and mathematical aptitude with a sound understanding of NPV, IRR, DCF and TVM principles.
- Strong analytical ability; able to think critically and quickly solve complex problems.
- Effective written communication skills; focus on clarity
- Proficient in Argus Enterprise, Yardi and Microsoft applications
- Advanced Excel.

EDUCATION/DESIGNATIONS/LICENSES:

- University degree in Business, Accounting, Finance or Economics is preferred.
- Professional Financial or Commercial Real Estate designation are additionally beneficial

Brookfield Properties (Canada) Inc. is an equal opportunity employer committed to the inclusion and accommodation of all individuals.

Please apply directly on our website:

https://brookfield.wd5.myworkdayjobs.com/en-US/brookfieldproperties/job/Asset-Manager_R2027374