
REGION:	West
POSITION:	Supervisor, Building Services
DEPARTMENT:	Tenant Services
LOCATION:	Fifth Avenue Place – Calgary, AB
REPORTING TO:	Assistant Property Manager

DESCRIPTION & RESPONSIBILITIES

This position covers a wide range of responsibilities relating to maintaining a very large common area. The successful candidate will be responsible for the timely completion of all budgeted projects and the handling of day-to-day issues for the department ensuring that Fifth Avenue Place is maintained to a Class 'A' standard at all times. This position requires an individual with superior customer service, organizational skills, with the ability to multi-task and set priorities in a fast-paced environment. The ideal candidate will be professional, self-motivated, and looking for advancement in our industry.

RESPONSIBILITIES:

- Supervision of Building Services and Loading Dock staff members
- Primary point of contact for all janitorial and finishes repairs in common areas.
- Oversees the coordination of all day-to-day finishes repair work related to maintenance of common areas.
- Oversees and ensures timely documentation and completion of all finish's inspections for common areas, ensuring all remedial and corrective actions are noted and executed.
- Oversees the coordination and execution of all Building Services preventative maintenance and inspections for departmental equipment and common areas at the site.
- Oversees the coordination and execution of all tenant work orders for the site.
- Coordinates and updates the master project schedule for all simultaneous repair jobs on site.
- Updating and maintaining standard operating procedures for the Tenant Services team
- Monitoring expenses for the department
- Liaising with various stakeholders for various building and/or tenant events
- Supervising and overseeing inventory of departmental storage rooms
- Participating in emergency response and fire alarm procedures
- Flexibility with working hours is required, including occasional overtime.
- Coordinating and maintaining work authorization request database
- Supporting other projects as required
- Assists in preparing documentation for building certifications when required & assists with building initiatives such as Environment and Sustainability projects.
- Coordinates storage room allocations for tenants, including preparation of storage agreement for review, securing tenant sign off once agreement is approved, arranging of keys for tenant, updating of master storage list & ensuring the information is in Yardi so that the tenants are charged on a monthly basis.

QUALIFICATIONS

SERVICE / PERSONAL SKILLS:

- Ability to manage multiple priorities simultaneously.
- Able to work effectively as part of a team as well as independently.
- Exceptional attention to detail with high level of accuracy
- Strong organizational and problem-solving skills
- Ability to meet deadlines in an environment with multiple priorities.
- Excellent verbal and written communication skills
- Outstanding customer service
- Strong organizational skills with excellent attention to detail
- Must be able to work in a fast paced, team-oriented environment.
- Knowledge of and familiar with project management principles
- Aptitude to multi-task and is deadline oriented.

EXPERIENCE & TECHNICAL SKILLS:

- 3 – 5 years' experience in a property management environment, preferably in a large complex
- Previous experience in tenant services required.
- Must have previous supervisory experience.
- Previous project management experience preferred.
- Intermediate levels in MS Word, Excel, and Outlook

EDUCATION / DESIGNATIONS / LICENSES:

- High school graduate or equivalent
- Completion of post-secondary education is an asset.
- Working towards an industry designation, RPA or FMA is an asset.

All interested applicants please apply directly on our website:

https://brookfield.wd5.myworkdayjobs.com/brookfieldproperties/job/Calgary-Alberta/Supervisor--Building-Services_R2030098

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