



HATHSTAUWK HOLDINGS LTD.
COMMERCIAL PROPERTY MANAGER

The Company

The Louie family is one of the most prominent and respected families in Western Canada. The family-owned businesses that comprise the holdings of the family were founded in 1903 as a single general store and now include the widely-recognized brands of HY Louie wholesale grocery, IGA, Marketplace IGA, Fresh Street Markets and London Drugs as well as the London Air and Sonora Resort service businesses. Corporate operations and daily business activities of each business unit continue to be guided by the vision and clear community values of the Louie family. These operating principles have led to the companies being among the most trusted in their respective industries.

The Opportunity

As part of planning for the continued success of their business operations, the Louie family has created a new corporate entity named Hathstauwk Holdings Ltd. (HHL) to strategically manage their diverse real estate assets. HHL is growing and currently seeks an experienced and enthusiastic Property Manager to join their team. The Property Manager will be an integral member of the tight-knit Hathstauwk team and responsible for providing property management services to a diverse portfolio of existing and future retail, office, residential and industrial assets. This is an exciting opportunity to work within an emerging division of a diverse and long-established organization.

The Property Manager hired for this opportunity will be responsible for:

- preparing in-depth annual budgets, capital plans and recoveries for each property;
- preparing and ensuring the integrity, accuracy, consistency and completeness of monthly management reports;
- communicating any variance from plan and leading initiatives to ensure properties are tracking to achieve their targets;
- liaising with developers, consultants, lawyers and municipal officials for issues related to properties;
- conducting regular property inspection and site reviews to ensure that assets are always maintained to a high standard;
- assisting in sourcing and effectively managing reputable contractors and service providers to ensure the maintenance of all building systems;
- proactively implementing preventative maintenance programs and planning for capital improvement projects;
- assisting with activities to lease sites including coordinating marketing, meeting and touring prospective tenants, running pro-formas and conducting credit checks;
- establishing and maintaining strong, positive relationships with tenants, primarily by committing to attending to their inquiries and complaints promptly;
- working closely with property accountants to ensure collection of rental payments, common area costs and taxes is up to date and accurate; and,
- managing and maintaining physical and electronic filing for all property management documents.

The Candidate

This may be the opportunity for you if you possess two or more years of experience in managing commercial properties and are licensed – or in the process of becoming licenced - with the Real Estate Council of British Columbia. Beyond this, you have acquired a sound foundation in and understanding of real estate management and contracts. You also possess a valid BC driver's license in good standing and have access to a reliable vehicle. You

are able to routinely travel locally and out-of-province, at times on short notice. A strong and current working knowledge of MS Office and Yardi would be beneficial.

To thrive within this role and as a member of the HHL team, you will have a sincere commitment to building positive relationships and providing exceptional service. You will consider yourself a natural problem solver, able to analyze situations and devise effective strategies to overcome obstacles. You will be nimble, entrepreneurial and able to adapt to new situations, particularly as the HHL operations expand and diversify. You will consider yourself to be a true “people-person” who enjoys being part of a team and working toward common goals. At the same time, you will be confident and resourceful, able to effectively manage your workload and honour your deadlines. You will be a stickler for detail and will always take pride in the quality and accuracy of your work. You will be proud and passionate about your career and value the reputation and integrity of the company you represent. Your excellent time management, organizational, communications and conflict resolution skills are assumed.

To Apply

To be considered for this exciting opportunity, please submit your resume with cover letter to Kristina Morse via (klm@resolvesearch.com). While we thank everyone for their interest, only select individuals will be contacted for follow-up.