

## Asset Manager – Retail and Office

You have a passion for real estate and are able to apply institutional rigour to analyses while retaining a highly flexible, action-oriented approach. This is an exciting opportunity to be part of a collaborative, high performance team in a rapidly growing, dynamic organization with a bold, values-based, people-oriented culture.

Anthem is a real estate and land development, investment, management, and homebuilding company that strives, solves, and evolves to create better spaces and stronger communities. We are Growing Places.

We work hard. We work smart. We work in teams. We challenge the status quo and have fun doing it. We believe in developing our people to maximize their potential. Conversations are candid, conflict is swiftly resolved, and coaching is continuous.

### Fundamentally, this role will

- Lead the property team through the creation of the vision, strategic plan, and annual budget; hold the team accountable for successful execution of same
- Drive cashflow and create value for each asset through hands-on and rigorous management
- Ensure that all key processes that underly successful asset performance and reporting are followed
- Collaborate with property team to identify areas of potential value creation through enhancements and/or re-positioning of the asset
- Regularly communicate on asset status and performance with the appropriate internal and external stakeholders
- Prepare and present summary analyses of material issues and/or major capital to socialize or inform ownership, or obtain approval, if required
- Monitor the operational and financial performance of the assets to maintain a detailed understanding of asset revenues and costs, cashflow, funding needs and distributions
- Maintain active involvement in the leasing contracts, and review and approve all lease documentation
- Review and approve all operating and capital expenses
- Maintain knowledge and awareness of relevant industry activity and trends

### You have

- A minimum 5 years' experience in Asset Management of retail and office properties
- Strong working knowledge of real estate development and management
- Strong financial and business acumen
- Organization skills and are able to handle multiple projects and priorities simultaneously
- A strong ability to guide and influence people through activities and projects to achieve desired outcomes
- Excellent communication skills, both oral and written
- A strong work ethic and are an independent self-starter

Founded in 1991, Anthem is a team of 400 people driven by creativity, passion, and direct communication. Anthem and Anthem United have invested in, developed or managed – alone or in partnership – more than 270 residential, commercial, and retail projects across western North America. Our growing residential portfolio includes 15,000 homes that are complete, in design or under construction, from master planned mixed use residential and multifamily, to townhome and single family communities. We own, co-own, manage or have previously owned over 8 million square feet of retail, industrial, residential rental and office space across western North America. We have developed more than 60 communities across 6,100 acres of land in Alberta, British Columbia, and California.

To apply for this exciting role, click [here](#).

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