

## OPERATIONAL ESTATE MANAGER

Our client is a successful entrepreneur who founded and actively manages an expansive corporate portfolio including: sport and live entertainment venues and events; commercial real estate developments; and food & beverage, ecommerce, and media companies. Concurrent with this, our client has had a life-long commitment to dedicating time and resources to diverse community organizations, with a particular affinity for groups focused on business innovation, sports, culture and youth. He is a proud British Columbia who, for more than three decades, has received wide recognition for his strength of character, commitment to service, and business success.

To permit our client to balance business and philanthropic passions with his deep value for family, we are seeking a unique individual to take ownership of the operation, upkeep, renovation and expansion of our client's personal real estate portfolio. Included in this are several large single-family homes in West Vancouver, a lakefront recreational home in the BC interior, and an 100+ acre site in the Discovery Islands. The individual chosen for this role will be tasked with developing a thorough understanding of our client's preferences and priorities, and then effectively and independently driving all projects through to completion. This is a rare opportunity to do valued work, in an environment of trust and autonomy, in support of one of the region's most respected and benevolent families.

### **Responsibilities:**

The responsibilities of this role will be assorted and ever-changing over time. As such, the ideal candidate will be both willing and able to directly execute routine maintenance and minor repair projects as well as capable of directing the full project lifecycle for new construction projects on urban and remote, isolated sites. Prior to undertaking any project, the team member will ensure that the scope, schedule and budget for the project has been established, communicated and confirmed. This individual will have the sole responsibility of tracking project progress, and ensuring all activities and decisions reflect our client's wishes and best interests. To fulfill these duties, the team member will:

- visit each site on a regular basis to document items in need of repair or maintenance, and create an annual work plan with budget;
- when required, directly undertake routine tasks associated with property care including light yard work, power washing, winterizing gardens, upkeep to landscaping and minor interior and exterior repairs;
- for renovations and new construction projects, secure project approvals and ensure that projects fully comply with all zoning, environmental, and building requirements;
- for larger projects, select, coordinate and actively supervise consultants, contractors and trades;
- develop and actively manage detailed schedules, with critical path deadlines for annual property maintenance and special projects;
- diligently monitor budgets, track expenditures, process change orders, and ensure financial accountability for all projects;
- ensure the highest standards of craftsmanship and materials are maintained throughout construction projects;
- anticipate and resolve issues proactively to avoid delays or budget overruns; and
- at all times, maintain strict confidentiality and oversee security and access protocols to protect our client's privacy and property.

**Qualifications:**

The individual selected for this role will offer a distinct blend of professional experience and personal qualifications. On a professional level, they will possess:

- 10 or more years of experience working in estate management or residential construction;
- broad and direct knowledge of residential building maintenance, mechanical building systems, landscaping, interior design, and construction;
- proven success creating and maintaining annual plans, budgets and schedules;
- experience constructing modular housing or building on remote sites would be beneficial; and
- exceptional organizational, negotiation, and communication skills.

In addition to these qualifications, all candidates seeking this role must be resourceful, self-motivated, innovative and curious. As this individual will work directly with our client and his family, applicants must be mature, trustworthy, respectful and have a sincere commitment to building enduring, positive relationships. To navigate projects through times with more limited access to our client, candidates seeking this role must also be highly capable, confident, thoughtful and self-sufficient. Experience working with high-net-worth families or in luxury environments would be beneficial.

**Compensation:**

In addition to challenging work and a positive environment, this role offers a competitive base salary plus an annual bonus, three weeks of paid vacation and extended medical and dental benefits. Since our client is open to a wide array of candidates, the salary range for this role is \$100,000 to \$200,00, based on experience. In addition to this, a private home with water access is available for applicants who wish to be based on the island site through the summer months.

**To Learn More:**

If this role has piqued your interest and you wish to learn more, please contact Kristina Morse via ([klm@resolvesearch.com](mailto:klm@resolvesearch.com)) or by phone at 604-771-4330. We appreciate your interest and look forward to speaking with you.