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Indigenous Real Property Manager

Job description

Innovation Seven (I7) is seeking a Senior Property Manager with Retail Leasing Expertise to join our real property project team to work in downtown Ottawa with our high-profile client on a prestigious project.

If you are a First Nations, Metis and/or Inuit person with experience in retail leasing, please do not hold back! I7 is a 100% First Nation-owned management consulting firm that complies with the Procurement Strategy for Aboriginal Business (PSAB) and as such an *employer of choice for First Nations, Metis and Inuit professionals*.

Indigenous Property Manager consultant duties and responsibilities include, but not limited to:

- Assist the portfolio team in providing general advice and guidance on a transaction basis and to help develop some of the building blocks in Owner Investor (blocks to be defined).
- Assistance in reviewing the retail tenant mix study from the City of Ottawa and to assist with a way forward to implement this strategy.
- Provide advice and guidance on standard industry practices related to marketing, leasing, fit-up and management of retail space and help in the development of a marketing strategy (on a needed basis for commercial operations)
- Provide gap analysis and provide advice and guidance in the development of an information management tool to ensure a seamless knowledge transition into corporate function. This could result in writing procedures intended for multiple stakeholders.

- The consultant will report against determined Key Performance Indicators and develop tracking tools
- Provide administrative support with the tenant files (I.e. follow-ups on default, define and write procedures).
- Provide advice and guidance with the SPIB lease revitalization.

Requirements

Indigenous Property Manager qualifications:

- Must have or be eligible to obtain Secret Security Clearance
- Experience performing retail leasing duties, as described above
- University degree or college diploma in a relevant field
- Relevant professional certification is an asset
- 8 plus years of relevant work experience including Property Management and Consulting.

Preference will be given to those applicants who self-identify as First Nations, Metis, or Inuit.

Please self-identify and specify the number of years of relevant experience and highlight the key projects you have worked on in your application and/or cover letter.

I7 proudly observes and practices its core values of Respect, Teamwork and Gratitude.

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