

MANAGER, ASSET MANAGEMENT

Dorsay Development Corporation is currently seeking a Manager, Asset Management who will report to the VP, Commercial. This position is in Toronto, Ontario and provides a great opportunity with a unique mix of asset management and acquisition experience.

Dorsay Development Corporation is proud to employ a variety of professionals. The combined expertise of the team is what allows us to prosper, do things right and treat people well.

Dorsay Development Corporation is a Canadian company that is privately owned and has been under the current leadership since 1998. Dorsay is a full-service real estate company involved in commercial property acquisitions, asset management, land development, home building and high-rise condominium construction. Dorsay has a solid track record of integrity and astute investments, often collaborating with strategic partners, and believes in the long-term sustainability of the projects they own, design, develop and construct.

JOB REQUIREMENTS

Qualifications: The ideal candidate will possess a bachelor's degree in finance or a related field with an emphasis in investments or real estate. An MBA or CFA is an asset. The ideal candidate will have between six to ten years' experience in real estate positions related to asset management and have market research competency. A strong understanding of asset management functions and the Canadian real estate market dynamics is required, as well as strong analytical and organizational skills. The ideal candidate will be able to work independently in a fast-paced environment; will be very proficient in Argus – version AE 12.1, Excel and Word, have effective writing skills and own a car to be used for work purposes.

Qualified applicants may e-mail their cover letter and current resume to agonsalves@dorsay.ca indicating "Manager, Asset Management" in the subject line.

We sincerely appreciate the interest of all applicants, however only those selected for an interview will be contacted. No telephone calls or agencies please.

JOB RESPONSIBILITY SUMMARY

- Communicate effectively with co-owners and others associated with the management of Dorsay's portfolio and report back to the VP - Commercial.
- Attend, participate, and direct the property management meetings with Dorsay's strategic asset plan in mind and then communicate back internally.
- Review and analyse property budgets and direct property management before making a recommendation for approval.
- Review monthly operational financial statements and be able to explain variances and communicate them internally. Review monthly general ledger and bank reconciliations for any unusual transactions for existing assets and direct property management accordingly.
- Analyse and make a recommendation for approval of leasing deals, budgeted capital approvals and other general approvals that may be needed.
- Work on projects that can add value to the assets under ownership like branding, repositioning and value add solutions.
- Maintain up to date Argus cash flows on existing properties and new properties that are acquired into the portfolio.
- Review agreements (Property Management Agreements, Co-owner Agreements, Purchase & Sale Agreements) and other legal documents including service contracts and commercial leases.
- Assist in the preparation of board packages using effective business writing to communicate the status of assets under management.
- Assist in the completion of the acquisition and disposition of real estate assets.
- Perform other duties and assist with special projects, as required.