

FIRST GULF

Position: Jr. Property Operator (full time)

Reports to: Sr. Operation Manager

Job Location: Oakville and Milton Locations

ABOUT FIRST GULF:

When it comes to the development of office, mixed-use, retail and industrial properties, First Gulf is a proven market leader with more than \$4-billion in developed assets. Offering development, construction, leasing, finance and property management expertise, we provide clients with unique and exciting market opportunities. Within the Greater Toronto Area alone, our team has recently completed development and construction of more than two million square feet of premier, LEED®-certified office space, with another one million square feet currently under construction. First Gulf also currently manages over four million square feet of fully-operational buildings.

POSITION SUMMARY:

First Gulf Corporation is actively seeking a Jr. Property Operator for Commercial Retail Centre located in Oakville and Milton area. This position will report to the Sr. Operation Manager – Retail Portfolio. The candidate must be self-motivated, detail oriented, organized and have capabilities in multi-tasking, problem solving. The successful candidate must be available to be on-call emergencies.

POSITION SPECIFIC RESPONSIBILITIES:

1. Perform light duties such as general cleaning, litter pickup, painting, garbage removal, snow removal.
2. Complete minor maintenance and repairs as required; including, but not limited to light bulb replacement, lock replacement, repairs door/window closures, door handles and hinges, belt & filter replacement, housekeeping of common areas, minor plumbing repairs, etc;
3. Conduct daily regular interior, exterior and roof inspections of properties for damage and perform or arrange repairs;
4. Ensure signage and lighting is in good working conditions;
5. Monitor building security system, fire alarm panel and sprinkler system regularly for proper operation and report any discrepancies. Complete weekly, bi-weekly and monthly testing where required;
6. Ensure service contracts are enforced, service levels are achieved and contractors are adequately supervised when on site;
7. Respond to tenant concerns in a timely manner and assist in solving problems as required.
8. Respond to after hour calls and or emergencies on a shared, rotating schedule with other Property Operators.

9. Ensure all health, safety and security procedures are adhered to and areas of concern are reported to the appropriate parties in a timely manner in order to limit exposure to liability and loss;
10. Comply with company policies and procedures at all times and ensure building standards and efficiencies are maintained;
11. Other duties as assigned.

ADDITIONAL RESPONSIBILITIES:

1. Maintain a professional demeanor at all times with fellow employees and customer
2. Open to change orientation
3. Communicates effectively (verbally and in writing)
4. Understand the need and perspectives of both internal and external customers
5. Hold self and others accountable
6. Ability to approach problem and logically and seek innovative solutions
7. Teamwork and collaboration
8. Ability to work independently with limited supervision
9. Values and respect others as well as encourages and supports diversity.

QUALIFICATIONS:

- Minimum 2 years experience in general maintenance in a commercial, retail or industrial environment;
- College Diploma in similar area of study preferred;
- BES certification is considered a strong asset;
- Familiar with electrical, plumbing and HVAC system is required;
- Must has own vehicle and valid G class driver license in Ontario;
- Must be fluent in English;
- Basic computer skills and familiarity with Microsoft Office.

If you would like to be a member of our growing team please send your resume, in confidence to Thu Lam at: careers@firstgulf.com.

We thank all interested candidates, however, only applicants selected for an interview will be contacted.