



## **Operations Supervisor**

Tonko is a fully integrated real estate advisory organization providing asset management, development and property management services in Western Canada since 1985. Tonko currently manages 12.6 million square feet of office, industrial and retail properties with a market value of over \$2.3 billion. Currently, Tonko has over \$100 million of construction projects underway.

Tonko Realty Advisors is currently seeking an Operations Supervisor who will report to the Operations Manager and Property Managers. The Operations Supervisor will be responsible for managing the building operations team dedicated to approximately 2 million sq.ft. of office and industrial properties located in Burnaby, BC.

### **Responsibilities:**

- Supervise and direct a team of 8 building operators;
- Ensure efficient and effective building operations so that operating and tenant comfort requirements are achieved;
- Assist Property Manager with capital planning, procurement and contract administration, project management, energy and sustainability initiatives;
- Provide training and mentorship to further develop the building operator team;
- Establish and maintain standards for tenant service response, preventative maintenance and administration for building operators;
- Ensure that OHS and legislative standards are met.

### **Qualifications:**

- 4<sup>th</sup> Class power engineering certification;
- 10 years of commercial property experience as an operator;
- Strong knowledge of OHS standards and legislation;
- Solid experience dealing with tenants, contractors, property management;
- Supervisory background;
- Demonstrated skills in training and mentorship, budgeting, contract management;
- Proactive orientation, driven to meet objectives;
- Ability to communicate effectively and professionally;
- Good familiarity with Microsoft Office.

Salary is commensurate with experience. The successful candidate will start immediately. Please submit resumes and salary expectations to [HR@tonko.com](mailto:HR@tonko.com) or via fax to (403) 228-4899, attention Human Resources.

This position was posted on June 3, 2010 and will remain open until a suitable candidate is hired.

We value all applications; however only those selected for an interview will be contacted.