



Operations Supervisor

Tonko Realty Advisors Ltd. is a fully integrated real estate advisory and investment organization providing asset management, development and property management services in Western Canada since 1985. Tonko currently manages 21 million square feet of industrial, retail and office properties with a market value of over \$3.6 billion.

Tonko is currently seeking an Operations Supervisor to join their operation team in Edmonton for TELUS Plaza. This position will report to the Operations Manager.

Responsibilities will include, but not limited to:

- Ensure maintenance is completed in all areas of TELUS Plaza (concourse, link, exterior, building envelope, parkade and Williams Engineering Building);
- Check all areas for safety and immediately deal with any areas of potential liability;
- Ensure key stakeholders are kept informed of building operations and provide accurate reports to the Operations Manager;
- Aid in preparation of operating budget and provide accurate variance reporting for areas of responsibility;
- Supervise three support staff;
- Committed to exceptional customer service, every day; both internal and external;
- Complete all preventative maintenance tasks as required, verifying tasks through Angus PM.

Qualifications:

This position will suit an enthusiastic, learning-focused, individual with:

- 3 – 5 years related experience working in a commercial office tower environment;
- 4th class power engineering certificate or equivalent experience;
- Excellent communication and analytical skills with the ability to multi-task;
- Supervisory experience of at least one year;
- Proficient computer skills (Microsoft Word and Excel);
- Experience in supervising contractors, project management and budget tracking would be an asset;
- Able to work independently or as a team member and participate in the Tonko on-call rotation;
- Eager to share ideas and always look for opportunities to improve our property management services.

Salary is commensurate with experience. A competitive benefits package is also included after 3 months. The successful candidate will start as soon as possible. Please submit resumes and salary expectations to hr@tonko.com or via fax to (403) 228-4899 to the attention of Human Resources.

This position was posted on September 28, 2011 and will remain open until a suitable candidate is hired.

Although we value all applications, only those selected for an interview will be contacted.