

# Daniels

---

## love where you live™

### Operations Manager

The Daniels Corporation is seeking an Operations Manager to join our expanding team

#### Job Description

To manage the operations of a mixed use property comprising of four components; Commercial Office Condominium; retail; commercial parking and an institutional component.

#### Responsibilities

- Performs all duties and responsibilities in managing the operational functions including supervision of maintenance contractors
- Manage all property operations including use, repairs, maintenance, security
- Negotiates and maintains property service contracts such as security, cleaning, elevator maintenance etc.
- Ensures contractors meet contracted service standards and price
- Ensures compliance with all codes/safety standards
- Develops and maintains positive owner/tenant relations
- Clarifies issue; identifies solutions; communicates with all parties
- Ensure efficient delivery of services and maintenance of the property
- Preparation and development of budgets and forecasts
- Complete building inspections to ensure adherence to high property standards
- Liaise with accounting, legal and insurance on various matters
- Work with Commercial Construction Manager
- Maintain good working relations with the co-owners in the shared facilities

#### Qualifications

- Minimum 3-5 years of experience in Commercial Office Property Management with experience with shared facilities co-ownership

Please send all inquires and resumes with confidence to Sasha Annibale at:

[saannibale@danielscorp.com](mailto:saannibale@danielscorp.com)

**The Daniels Corporation**

The Daniels Corporation ([danielshomes.ca](http://danielshomes.ca)) is one of Canada's preeminent builders/developers, building more than 26,000 new homes across the Greater Toronto Area for over 34 years. Among its many initiatives, Daniels was chosen to partner with Toronto Community Housing to revitalize Regent Park. Committed to community, Daniels offers innovative programs that help people achieve homeownership, champions neighbourhood initiatives that enhance quality of life, and supports numerous charities and non-profit organizations.