



## Senior Manager of Real Estate Operations

***Provide strategic and day-to-day direction, model operational excellence and drive continuous improvement in real estate operations, and act as a subject matter expert on property and facility management, leasing and licensing, and accommodation planning.***

Join Metrolinx, as this agency moves toward the mission to champion, develop and implement an integrated transportation system for the Greater Toronto and Hamilton Area (GTHA) that enhances prosperity, sustainability and quality of life. Metrolinx is an agency of the Government of Ontario and oversees GO Transit, PRESTO, Union Pearson Express (UP Express) and Capital Transit Projects. If you are an experienced leader who values the opportunity to work with a diverse group of people from various backgrounds and professions, in an organization that is growing tremendously as it moves toward the goal of championing and delivering mobility solutions, we invite you to consider this opportunity to make your mark as Senior Manager, Real Estate Operations – with overall responsibility for the operational functions of a large (and growing) multi-use corporate real estate portfolio currently valued at over \$3B.

Reporting to the Vice President of Real Estate, you will provide strategic leadership and direct the day-to-day operations and administration of owned and leased properties and facilities, as well as the provision of leasing, licensing and accommodation services, in accordance with Metrolinx's corporate real estate and business strategy, policies and procedures. Overseeing the delivery and quality of outsourced services to internal Metrolinx clients will also be an integral part of your role.

As Senior Manager of Real Estate Operations, your focus will be on operational excellence as you drive continuous improvement by identifying opportunities for innovation and introducing leading practices, and lead change management initiatives resulting from changes to business models, technology, organizational design and outsourcing of functions. Financial stewardship will be the order of the day as you direct the planning, delivery and oversight of Real Estate Operations' large, multimillion-dollar program, as well as oversee annual operating and long-term budgets and staffing plans.

Your expertise in large-scale real estate operations is backed by a degree in a related field such as Business Administration or a Real Estate discipline, a recognized Real Estate designation, and 10+ years' industry experience. This will have included proven success in development, valuation, acquisition and/or disposition, retail/commercial leasing, real estate operations strategy development for a large division or corporation, strategic outsourcing, workplace strategy, property and facility management, and senior management oversight of a multimillion-dollar real estate operations program. Project Management Certification would be an asset.

This is an opportunity to draw on your financial oversight skills to ensure teams are meeting objectives on budget and cost effectively, and to identify and mitigate risk by leveraging your knowledge of risk management systems and processes. A savvy and persuasive communicator, you have successfully negotiated major contractor agreements, leases and licensing agreements with a variety of key real estate industry professionals, service providers and tenants, built positive relationships with senior-level stakeholders, and managed outsourced vendors and contract quality assurance programs.

Your strengths as a serious contender for this role also include knowledge of office accommodation and workspace/workflow processes, including Alternative Workplace Strategies, theories, legislation and technologies, and experience in creating an accommodation or workspace strategy for an organization with a large, geographically dispersed office portfolio. Familiarity with interior design specifications and solutions, workspace layout, and office move coordination, as well as Human Resources legislation and collective agreements, solidifies your suitability for this sizable mandate.

To be considered for this senior management role, please forward your resume to **Phelpsgroup** by **July 7, 2017**, quoting **PH178953**, to [MXSMREO@phelpsgroup.ca](mailto:MXSMREO@phelpsgroup.ca).

**Phelpsgroup**

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