

Metrolinx - Manager, Property Transactions & Administration

Join to apply for the **Manager, Property Transactions & Administration** role at **Metrolinx**

Metrolinx is connecting communities across the Greater Golden Horseshoe. Metrolinx operates GO Transit and UP Express, as well as the PRESTO fare payment system. We are also building new and improved rapid transit, including GO Expansion, Light Rail Transit routes, and major expansions to Toronto's subway system, to get people where they need to go, better, faster and easier. Metrolinx is an agency of the Government of Ontario.

At Metrolinx, equity, diversity and inclusion are essential to living our values of serving with passion, thinking forward and playing as a team.

Our Property Transactions & Administration team is looking for a Manager, Property Transactions & Administration who will manage a team of real estate professionals and work collaboratively with other divisions across the organization, deliver on a variety of corporate realty objectives, including transaction oversight, portfolio review and procurement of vendors of record. Ensures team compliance with appropriate directives and policies.

What will I be doing?

- Lead the team in administrative real estate functions for the Metrolinx owned and leased portfolios including management and onboarding of new properties and agreements and monthly reporting against organization wide key performance indicators.
- Oversee and manage IT database systems and tools that support Metrolinx's realty functions. Ensure new properties and real estate agreements (eg easements, licences, leases etc) are onboarded and relevant information is captured in accordance with approved processes and guidelines. Maintain integrity of data and systems in compliance with relevant standards, policies and directives.
- Establish parameters and oversight for the team's review and abstraction of complex real estate agreements and critical terms, obligations, and conditions noted therein.
- Lead a collaborative effort with the Transactions team to support various real estate transactions including contract and records management and critical dates reporting.
- Work with internal teams on implementation of all necessary compliance practices to meet the strategic objectives and goals of Metrolinx.
- Support continuous review of the realty portfolio, identifying surplus and/or underutilized properties for rationalization/optimization.
- Contribute to the vision and implementation of standardized processes, policies, and training to improve the efficiency, scalability and automation of the lease administration function.
- Collaborates with finance team on lease audit program with aim at reducing operating expenditures and generating savings for Metrolinx while maintaining Landlord relationships.
- Prepare and review approval authorization memos and briefing materials for the Director, Senior Management Team and the Board, etc.
- Ensure compliance with the Province's Realty Directive and relevant Metrolinx's Realty and Financial Policies.
- Develops, fosters and maintains relationships with provincial ministries, municipalities, external authorities, private companies and the public to facilitate the advancement of organizational objectives.
- Generate various reports, including rent rolls and lease summaries, for financial analysis and decision-making.
- Works with staff at all levels to exchange information, coordinate efforts, and resolve issues.

- Manages and directs staff (e.g. defines roles, responsibilities, and expectations); delivers timely feedback to ensure a cohesive operational unit and the optimum use of team skills; manages staff and monitors work assignments to ensure adherence to timelines.
- Other duties as assigned.

What Skills and Qualifications Do I Need?

- Completion of a degree in Business, Finance, Commerce, Real Estate, Planning, Law, or a related discipline – or a combination of education, training and experience deemed equivalent.
- Demonstrated experience/training in corporate real estate, preferably with public sector experience.
- AACI or CPA accreditation would be an asset.
- Working knowledge of real estate contracts, including agreements of purchase and sale, leases, easements and licenses.
- Knowledge of provincial Realty Directive.
- Knowledge of Human Resources legislation (e.g. Employment Standards Act, Occupational Health and Safety Act, etc.) and leadership and management skills to monitor and manage employees and contractors, including experience in the application of collective agreement provisions.
- Negotiation ability to lead discussions with internal and external stakeholders.
- Leadership ability to coach, mentor and manage a team of technical project professionals.
- Interpersonal and oral/written/presentation skills to liaise with all levels within the organization; to work effectively with specialists across multiple sectors.
- Project management skills, including work planning, monitoring and evaluation expertise, to manage multiple projects with competing priorities and tight deadlines.
- Knowledge of performance analytics to monitor project performance and quality and to collaborate on continuous improvement initiatives.
- Proven leadership, interpersonal and mentoring skills with the ability to clearly articulate creative ideas and direction to staff.
- Interpersonal and oral/written/presentation communication skills.
- Proficiency in MS Office (Outlook, Word, Excel, PowerPoint, etc).