INNOVATION PLACE IS RECRUITING FOR A FACILITIES MANAGER TO JOIN OUR CLIENT RELATIONS TEAM IN SASKATOON.

You will be responsible for the tenant services and amenities for all Innovation Place properties. This includes food services, janitorial, park and building security, meeting room and common space bookings, the access management system, environmental sustainability, safety and emergency planning.

You will oversee contracts for the various services — acting as the liaison between Innovation Place and the contractor while ensuring a high quality standard / service is met and maintained.

Other responsibilities will include developing and implementing a program of annual workplace safety inspections of all specialty tenant spaces (e.g. laboratories, warehouses), creating tenant-specific emergency plans and working closely with the Facilities Administrator.

Your professionalism and positive attitude will be an asset along with your unwavering commitment to our tenants’ success. Your efforts will contribute to a healthy, safe and high-satisfaction environment and experience for park tenants and visitors alike.

YOU WILL BRING TO THE TABLE:

- an excellent understanding of leases and legal / contractual issues and documents
- knowledge of the commercial real estate market; ideally with a familiarity of the Saskatchewan tech sector
- the ability to develop and maintain strong working relationships through outstanding communication skills — written and oral
- an attention to detail, while also being able to step back and see the big picture
- the ability to make timely decisions and provide clear direction
- strong organizational skills
- a Facilities Management Professional or Certified Property Manager or Real Property Administrator designation and at least five years of relevant experience

TO APPLY, please submit your resume to recruitment@innovationplace.com by July 24, 2020.