

Operating Officer (VP of Operations) R2 Capital Partners Inc.

R2 Capital Partners Inc. is solely dedicated to real estate investments. Engages in acquisition, redevelopment and management of residential real estate throughout Canada and South Eastern, United States, with a primary focus on Canada's west coast prairies, east coast, and the United States sunbelt regions. We seek to leverage our resources and partnerships to generate attractive returns and to make a positive impact on the areas in which we invest.

This fund has secured the lead order of our \$20MM-\$30MM equity raise; we are now building the investment team that will lead our growth initiatives.

Applicants must have exceptional attention to detail, the ability to multi-task and prioritize work with minimal supervision, a high degree of professionalism, strong communication skills and a positive attitude! At R2 Capital we are committed to fostering an inclusive, equitable, and accessible environment where all employees and customers feel valued, respected, and supported. We are dedicated to building a workforce that reflects diversity and where every team member has the opportunity to reach their full potential.

We are seeking top of the class Operating Officer for our leadership team.

The Opportunity:

The Operations Officer role is mainly to implement the right processes and practices across the organization. The specific duties of an Operations Manager include formulating strategy, improving performance, procuring material and resources and securing compliance.

Responsibilities include:

- Coordinate all property management personnel onboarding, allocating, supervising and discharging;
- Assist the Director of Asset Management with special projects as needed;
- Manage the forecasting and budgeting process;
- Be a resource on operational, facility and construction issues and projects, including answering questions of property manager's regarding our improvement plans, operations, tenant events, and emergencies;
- Provide coordination between the property managers and the asset managers, accounting group (eg with respect to deadlines for budgeting, CAM reconciliations, etc.);
- Develop and oversee the implementation of property standards, operating policies and procedures. Maintain an efficient and well-organized property management library of the same;
- Review all expense line items in the portfolio and manage certain ones (etc... utilities);
- Virtually support property managers with respect to emergency situations;
- Approve certain property contracts and update and organize standard forms (eg. construction contracts, services agreements, etc.);
- Assist in marketing third party property management services as directed.

- Managing calendars, including scheduling appointments, confirming meetings, coordinating
- Answer calls and act as gatekeeper for professionals
- Booking conference calls for internal and external meetings
- Completing detailed expense and “out of pocket” reports including tracking receipts and project codes
- Tracking and processing invoices; ensuring invoices go through outlined internal approval procedures
- Coordinating travel arrangements including flights, visas, cars, hotels, and other reservations
- Creating and/or proofing memos
- Maintaining and organizing files
- Planning events
- Working on various ad-hoc projects

Qualifications:

- Experience in personnel management, supervising and training.
- Strong organizational, written and analytical skills;
- Exceptional leadership, management and coaching capabilities;
- Strong Microsoft Office skills (including PowerPoint, emphasis on Outlook and Excel) or Google’s equivalent.
- Familiarity with softwares such as Dropbox, Project Management Platforms (Monday.com)
- Ability to demonstrate sound financial management functions

Accountabilities: R2 Capital Partners Inc. is focused on developing meaningful, long lasting and mutually beneficial relationships. It will be incumbent upon you to maintain and build the reputation of the firm by being responsive, delivering clear communication, timely service and taking ownership of your work product.

Perks:

- Remote work
- Work on the cutting edge of real estate innovation
- Be surrounded by a high-level team, each participating in various investments in real estate
- Learn the ins-and-outs of real estate investment
- Join a small and nimble team, allowing for more flexibility and transparency

Location: Work remotely, with ability travel

Employment Type: Full-time

Compensation: Salary

Schedule:

- 40-hours per week. Flexible Schedule.

To apply, please forward your resume in confidence noting “Operating Officer” in the subject line.

R2partners.net