



Ontario Realty Corporation  
Société Immobilière de l'Ontario

DELIVERING STRATEGIC SOLUTIONS.  
BUILDING SOLID CAREERS.

### **Delivering strategic solutions. Building solid careers.**

The **Ontario Realty Corporation (ORC)** strategically manages, on behalf of the Ontario government, one of the largest real estate portfolios in Canada. Smart, strategic thinkers are the cornerstone of our success in delivering value, service and innovative solutions province-wide. Take ownership of your career with us.

ORC is in the process of changing our service delivery model to consolidate all property and land management services into a single service provider contract for the provincial real estate portfolio, to leverage best-in-class processes, tools and technology and information flows, consistent across Ontario. ORC will utilize a sophisticated performance management framework which includes service delivery monitoring, contract compliance, audits, internal reviews, and continuous improvement.

### **Portfolio Co-ordinator, Guelph (2 positions)**

Covering the South-West region, you will provide day-to-day operational support to the Portfolio Performance Manager and act as a liaison between clients and the Service Provider for the delivery of property management services. You will monitor, review and evaluate the performance of the Service Provider to ensure properties are managed within contractual service requirements. You will also monitor contract execution and service delivery across the assigned portfolio. Working in cooperation with other business units across the organization, you will review capital repair projects and business cases to make recommendations and monitor and review the financial deliverables required under the terms of the contract. In addition, you will be responsible for reviewing and recommending approval of building operating budgets.

As a result, you will apply your strong contract and project management skills, solid document management and control talents, and 3 to 5 years of commercial

property/building management experience. You hold a related degree or diploma and/or a BOMA or property management designation, and are able to read and interpret technical drawings. Your knowledge extends to lease administration, procurement policies and practices, building environment information systems, building automation systems, facility operations (HVAC, mechanical and electrical), building and environmental science, and related codes, regulations and legislation. In addition, you exhibit diplomacy with customers, have strong dispute resolution skills and a keen awareness of the requirement to escalate concerns or issues. Proficiency in MS Office and excellent customer service, communication, analytical and negotiation skills will be key to your success in this role. A valid drivers license is required as you will need to travel to client sites.

To apply, please e-mail your resume (MS Word only), indicating **File PPM-09-22** in the subject line, to [resumes@ontariorealty.ca](mailto:resumes@ontariorealty.ca). We thank all applicants for their interest, however, only applicants selected for an interview will be contacted.

[www.ontariorealty.ca](http://www.ontariorealty.ca)