



# Example of Junior Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of junior manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for junior manager

- Maintaining Records- keep thorough records regarding the property
- Provide excellent client/tenant service
- Conduct periodic inspections of the property and tenant spaces to ensure compliance with leases and the proper upkeep of the property
- Maintain building systems by contracting for maintenance services
- Establish and enforce precautionary policies and procedures
- Assist with administering tenant occupancy including providing the new tenant with an introduction letter regarding emergency contacts, insurance requirements, service charge collection procedures, and maintenance request procedures
- Become proficient with the relevant software
- Prepare for and chair AGMs for Owners' Management Companies
- Prepare, memos, email, maintain files, and prepare expense reports and other administrative reports
- Maintain office clerical, filing and record keeping systems

## Qualifications for junior manager

- Knowledge of travel retail dynamics/environment and competitors, markets trends and consumers
- Post-Secondary education in Business or a related field of study or equivalent
- 1 plus years' experience in capital asset purchasing preferred

- In retail store experience an asset
- Require ability to read and understand CAD Drawings as they relate to Millwork, Fixtures, Lighting, Flooring and Finishes