



A Private Equity Real Estate Investment Firm focused on;
Mortgage Banking, Real Estate Equity & Capital Market Investments

Position Title: Maintenance Manager, Commercial

Location: Montreal, QC

Job Opening: 1

Position Status: Full-Time

Closing Date: 26-May-17

Commercial Maintenance Manager

Reporting to the Property Manager in Montreal, with direct report to the General Manager, Commercial Property Management and COO, Real Estate for all employment matters. The Commercial Maintenance Manager is responsible for conducting day to day maintenance activities for a portfolio of commercial properties located in Montreal.

Key Responsibilities:

- Required to perform painting of units, small repairs and fixture involving but not limited to light and door fixtures, minor wall repairs, and minor plumbing
- Attend to all operations and maintenance activities to ensure portfolio meet quality standards
- Attend to tenant inquiries relating to maintenance and operations
- Ability to prepare documents and correspondences and reports for presentation with senior management as required.
- Oversees maintenance and repairs activities for contractor services to ensure timeliness and meeting quality requirements
- Conducts regular on-going review of properties to ensure the properties are serviced in a timely manner
- Assist in reviewing and maintaining cost control on expenditures as approved with management
- Perform other duties as assigned.

Desired Skills and Experience:

- Certificate in maintenance related programs an asset
- Experience in commercial building maintenance required
- Experienced in painting and general maintenance required
- Strong communication and bilingual (English & French)
- Strong time management skills and organization skills
- Ability to work independent and to work in a team
- Ability to take initiative and ownership of projects;
- Computer skills: Word, Excel and outlook (related email systems)

To apply for this position, please forward your resume to wramos@firmcapital.com. We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.

FIRM CAPITAL ORGANIZATION, since 1988, through its various affiliates, operates as a boutique private equity real estate firm and alternative investment manager. Firm Capital has focused on deploying proprietary and managed capital opportunistically between debt and equity investments in the real estate private and public markets. The organization has established an exceptional track record of successfully lending providing financing, owning, investing, joint venturing and managing real estate across Canada and most recently the United States.

FIRM CAPITAL focuses on three investments areas: Mortgage Lending, Real Estate Investments and Special Situation Investments. Credit and mortgage lending leads the investment operating focus of the organization. Please visit our website at www.firmcapital.com for further company details.