



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

**Position Title:** Property Manager, Residential

**Location:** Toronto, ON

**Job Opening:** 1

**Position Status:** Full-Time

**Closing Date:** 26-May-17

## RESIDENTIAL PROPERTY MANAGER

Reporting to the Chief Operating Officer, Real Estate, the primary function of this position is to oversee the day-to-day operations of a portfolio of industrial, retail, and residential properties.

### Responsibilities:

- Functions include responsibility for receivables, sales information, tenant and public relations, and operation reports
- Regularly conduct site inspections, arrange and monitor required maintenance as seen necessary, create action plans, and monitor individual site performance to maximize efficiency in the portfolio of retail, industrial and residential properties. Some travel will be required
- Obtain quotes and negotiate contracts for major building renovation and improvement work
- Oversee capital projects for portfolio and working on capital budgets
- Prepare and monitor annual operating budgets for all properties
- Review and implement cost control and revenue improvement programs
- Review marketing and advertising programs for the commercial & residential properties to obtain and maintain maximum tenant leasing
- Conduct marketing surveys
- Perform and document staff evaluations including, but not limited to, performance reviews, corrective action reviews and termination

### Requirements:

- Three to five years of experience in commercial/residential property management
- Proficiency in Microsoft Office and Yardi
- Excellent interpersonal and communications skills, both verbal and written, at all levels
- Knowledge of building systems and building maintenance
- Ability to multitask and complete tasks efficiently in a time sensitive manner
- Strong team player who also excels at working autonomously
- Travel between property sites is required, therefore a car and valid license is essential.

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

### About Firm Capital Corporation

Firm Capital Corporation is a real estate private equity firm located in Toronto focused in the areas of mortgage banking, real estate investments and capital markets. Firm Capital Corporation's main public entities include Firm Capital Mortgage Investment Corporation (TSX : FC) and Firm Capital Property Trust (TSXV : FCD.UN). Please visit our website at [www.firmcapital.com](http://www.firmcapital.com) for further company details.