



A Private Equity Real Estate Investment Firm focused on;
Mortgage Banking, Real Estate Equity & Special Situation Investments

Position Title: Senior Residential Property Manager

Location: Toronto, ON

SENIOR RESIDENTIAL PROPERTY MANAGER

About Firm Capital Organization

The Firm Capital Organization ("Firm Capital"), through its various affiliates operates as a boutique private equity real estate firm with proprietary capital in partnership with various capital pools, partnerships, private and public equity funds, deploying capital opportunistically between debt and equity in the real estate private and public markets. Firm Capital Corporation's main public entities include Firm Capital Mortgage Investment Corporation (TSX: FC), Firm Capital Property Trust (TSXV: FCD.UN) and Firm Capital America Realty Partners Corp. (TSXV: FCA/FCA.U). Please visit our website at www.firmcapital.com for further additional details.

Due to recent growth, there is an opening for a Senior 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 residential properties, with some commercial property oversight.

Responsibilities:

- Responsible for tenant receivables (A/R), leasing matters, ensuring buildings are consistently at minimal vacancy, and operation reports;
- Maintain positive tenant and public relations by effectively handling all tenant needs and concerns onsite;
- Coordinate annual inspections with the City and solve any outstanding issues;
- Conduct weekly site inspections, arrange and monitor necessary required maintenance, create action plans, and monitor individual site performance to maximize efficiency of a diverse portfolio which includes retail, industrial, and residential properties;
- Obtain quotes and negotiate contracts for major building renovations and improvements;
- Oversee all capital projects for the respective portfolio;
- Prepare and monitor annual operating budgets for all properties;
- Review and implement cost control and revenue improvement programs;
- Review marketing and advertising programs 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 terminations; and
- Other duties as required.

Requirements:

- Three to five years of experience in residential property management;
- Proficiency in Microsoft Office and Yardi;
- Fluent English (written and spoken) bilingual candidates will be preferred;
- Excellent interpersonal and communications skills, both verbal and written;
- 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; and
- Travel between property sites is required, therefore a car and valid license is required.

To Apply For This Position:

Please forward your resume and reference the position you are applying for to wramos@firmcapital.com. Visit our website at www.firmcapital.com for further company details. We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.