



A Real Estate Capital Company Celebrating 30 years in 2018

Title: Junior Property Manager

Location: GTA, ON

Reports to: SVP, Commercial Real Estate
Asset Management

Job Type: Permanent, full-time

Who we are

As part of the Firm Capital Organization, an entrepreneurial organization with a bright talent pool, Firm Capital Property Management Corp. is the property manager for a portfolio of multi-residential and commercial properties comprised of retail, industrial, and office across Canada and the United States. Please visit our website at www.firmcapital.com for further information.

What you need to succeed

- 1 year of experience in a similar role or a college certificate in Property Management.
- Computer proficiency with MS Office and experience with Yardi Voyager is preferred.
- Demonstrated ability to prioritize activities, develop plans and meet deadlines.
- Valid Ontario's Driver's License and reliable vehicle. Some travel required.
- Excellent written and verbal communication skills.
- Strong organization skills and ability to multi-task without compromising accuracy.
- Ability to communicate effectively across all levels within and outside organization.
- Ability to work quickly and efficiently on a team or independently.
- Knowledge of various legislations, including Resident Tenancy Act.
- Demonstrated ability to read and interpret property financial statements.

Your new role

- Provide support to the Commercial Property Manager with minimal supervision.
- Deliver strong customer service to all tenants; Ensure that each property maintains an engaged Tenant Relations program; Take appropriate action to resolve those issues.
- Perform monthly rent collections and deposits and oversee the required tenant filings for late payment and eviction; Process annual renewals.

- Conduct site inspections regularly, arrange and monitor required maintenance, create action plans, and monitor individual site performance.
- Maintain necessary and requisite property and financial records at each property in a diligent manner; Manage costs of operating expenses.
- Liaise with tenants, vendors, contractors, and staff.
- Draft letters and memos.
- Ensure that all services provided and transactions conducted are performed based on the requisite regulations and the highest ethical standards;
- Oversee and provide direction to other staff.
- Perform other duties as assigned.

What we offer you

- Competitive salary
- Opportunity to advance your career as the company grows
- In-house Chef with weekly staff lunches
- Full kitchen with complimentary drinks and food
- Creative Social Committee that organizes team building events and weekly socials
- Free parking

How to apply

Please forward your resume and reference the position you are applying to scraymer@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.