Firm Capital

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

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Title: Yardi/IT Specialist

Reports to: Chief Information Officer

Location: Toronto, ON

Job Type: Permanent, full-time

Who we are

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 additional details.

What you need to succeed

- Recognized post-secondary degree in IT, computer science or 1 to 3 years in IT support;
- Configuration experience with Yardi Voyager 7 is required;
- Experience with Microsoft Operating Systems and Applications;
- Basic understanding of HTML and wordpress; and
- Ability to be self-directed in a fast paced environment.

Your new role

- You will act as the Single-Point-of-Contact (SPOC) for all IT-related matters;
- Support home office and off-site locations with connectivity, computer, email, phone/fax, scanner, wireless and printer issues, set up new users, mobile phone setup etc.,
- Regular maintenance and updating of company corporate websites;
- Responsible for new property setup, testing new procedures, and unit rent changes;
- Responsible for Yardi projects, including upgrades and conversions;
- Create Yardi Spreadsheet Link (YSL) reports;
- Maximize use of Yardi software capabilities;

- Develop, implement, and monitor recurring training programs within the organization;
- Develop solid communication plan for delivery of systems training to users in all offices;
- Keep abreast of Yardi technical developments that are of operational importance to the company;
- Participate in projects to streamline, add or modify internal processes and policies;
- Participate in end user system compliance and testing, creation and maintenance of system policies, procedures and controls;
- To maintain the highest of confidentiality and privacy for systems management and data security for internal and external clients;
- Develop in-depth knowledge of company's existing IT architecture/infrastructure, and technology portfolio;
- Provide leadership in evaluation of current applicable software and hardware for ongoing maintenance of service levels, planning and projecting for future service needs;
- To proactively assess and to escalate high priority incidents and risk issues in a timely manner;
- Liaise with suppliers and vendors on contracted maintenance of hardware and software;
- Perform regular system/application upgrades to current versions as needed;
- Research internal requests relating to phone and computer equipment, software and information systems issues;
- Limited travel as required to satellite offices; and
- Perform other duties as required.

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.