



A Private Equity Real Estate Investment Firm focused on;
Mortgage Banking, Real Estate Equity & Special Situation Investments
Celebrated 30 years in 2018

Title: Superintendent

Location: Toronto, ON

Reports to: Property Manager

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 space across Canada and the United States. Please visit our website at www.firmcapital.com for further information.

Position Overview:

Firm Capital is looking to hire a live-in superintendent in the Toronto area to perform the administrative and onsite maintenance activities for 1 & 8 Mallory Gardens. You will be working under the direction of the Property Manager. Living accommodations are included in the compensation package.

What you need to succeed:

- Experience in Residential Building Management or other related experience;
- Strong communication skills for relationship building and conflict resolution;
- Successful at working on your own and working with contractors, and vendors;
- Excellent organization, planning and time management skills;
- Computer proficiency with MS Office and experience with Yardi Voyager is preferred;
- High School Diploma or equivalent; and
- Able to communicate effectively in English.

Your new role

- Collection of rent;

- Ensure regular cleaning of common areas including, but not limited to, sweeping, mopping, vacuuming, dusting and cleaning of all halls, air vents, light fixtures, emergency lights, fire extinguishers, landings, entrances, laundry rooms, and office area;
- Prepare vacant units for showings;
- Perform seasonal shoveling and salting of all walkways, staircases, entrances, and driveways;
- Regular maintenance including, but not limited to, electrical, painting, and plumbing;
- Regularly inspect fire related equipment and systems to ensure all is up-to-date as required;
- Ensure safety and security on the property and be on-call for response to any after-hours emergencies;
- Provide customer service in response to all inquiries, feedback, complaints or concerns;
- Rent out apartments, assist prospective tenants with the application process, market vacancies and answer inquiries;
- Manage the timely order of P.O. requests;
- Responsible for ensuring all Property Management policies, procedures, and operations are met with and conducted effectively;
- Assist Property Manager with all administrative duties as needed; and
- Perform other duties as assigned.

How to apply:

Please forward your resume and reference the position for which you are applying to jcash@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. All interviews are in person and will take place at our head office.

Please include your phone number and email address on your resume. If you are applying with a partner, both of you must submit a resume separately. Please list any professional certification you may have. If you do not currently live in the GTA, please state if you are willing to relocate to Toronto. A police background check will also be required before hiring.