

Title: Property Manager

Location: Ottawa, ON

Reports to: Director of Residential and Commercial Property Management

Job Type: Permanent, full-time

Position

We are the property manager for a portfolio of multi-residential and commercial properties comprised of retail, industrial, and office across Canada and are looking for a *Property Manager* for the Ottawa region.

What you need to succeed

- 5+ years' experience in Property Management;
- Strategic understanding of the Canadian residential and commercial real estate market with strong customer and employee management skills;
- Demonstrated ability to prioritize activities, develop plans and meet deadlines;
- Demonstrated ability to manage multiple and complex operational and financial matters on a daily basis;
- Proven experience with the administration and management of a multi-site portfolio;
- Entrepreneurial by nature and results oriented with strong verbal and communication skills;
- Demonstrated ability to read and interpret property financial statements; and
- Computer proficiency with MS Office and experience with Yardi Voyager is preferred.

Your new role

- Perform monthly rent collections and deposits and oversee the required tenant filings for late payment and eviction. Conduct site inspections regularly, arrange and monitor required maintenance, create action plans, and monitor individual site performance. Some travel will be required;
- Deliver strong customer service to all tenants; Ensure that each property maintains an engaged Tenant Relations program;
- Oversee capital projects for portfolio and working on capital budgets, prepare and monitor annual operating budgets, and execute operating plans to ensure the budgets and financial goals are met;
- Maintain necessary and requisite property and financial records at each property in a diligent manner;
- Execute leasing strategy for each property and achieve target occupancy levels;

- Manage sub-contractor activities to obtain quotes and negotiable contracts for goods and services including preparation of tender documents, tender and bid analysis, and monitoring sub-contractor performance;
- Ensure that all services provided and transactions conducted are performed based on the requisite regulations and the highest ethical standards;
- Prepare monthly operational reports;
- Analyze A/R report and collect outstanding arrears; and
- Perform other duties as assigned.

What we offer you

- Competitive salary
- Opportunity to advance your career as the company grows

How to apply

Apply online with both a resume and cover letter detailing the experience you have to offer for this position. Please include your phone number and email address on your cover letter and resume. *Please also state whether you are available to do an in-person interview at our head office in Toronto, or an interview via Skype.* We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted. ***Please list any professional certification you may have on your resume or cover letter.***