



A Real Estate Capital Bank

A Real Estate Capital Company Celebrating 30 years in 2018

Title: Operations Manager,
Mobile Home Parks

Location: GTA, ON

Job Type: Permanent, full-time

Reports to: Residential Director of
Operations, Real Estate

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:

- Minimum 5 years' of experience in Manufactured/Mobile Home Park Management;
- Thorough understanding and knowledge of water (well) systems, septic systems, trailers, and mobile homes;
- Successful at managing teams of on-site staff, contractors, and vendors;
- Experience with the Ministry of Environment, Ministry of Energy and Ministry of Health;
- General knowledge of new site development and landscaping;
- Demonstrated ability to prioritize activities, develop plans, meet deadlines, and manage multiple and complex operational and financial matters on a daily basis;
- Working knowledge of Residential Tenancies Act in relation to manufactured home parks;
- Entrepreneurial by nature and results oriented with strong verbal and communication skills;
- Computer proficiency with MS Office and experience with Yardi Voyager is preferred;
- A car and valid driver's license is essential, travel between sites is required.

Your new role

- Responsible for ensuring all Property Management policies, procedures, and operations are conducted effectively;
- Perform monthly rent collections and deposits, oversee the required tenant filings for late payment and eviction, and deliver strong customer service to all tenants.
- Oversee bookkeeping duties such as tenant billing, utility billing and bank deposits;
- Investigate all resident complaints, disturbances, and violations as they relate to management enforcement of Park Rules and Regulation, collect feedback from residents, and act as a liaison between ownership and tenants;
- Oversee capital projects for portfolio and working on capital budgets;
- Prepare and monitor annual operating budgets;
- Execute operating plans to ensure the budgets and financial goals are met;
- 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;
- Perform site inspection activities to ensure each property is maintained to the highest safety standards;
- Perform regular ground, facility, and equipment inspections and create work orders relating to repairs and maintenance;
- Ensure that all services provided and transactions conducted are performed based on the requisite regulations and the highest ethical standards;
- Prepare monthly operational reports including A/R report and collecting outstanding arrears; and
- Perform other duties as assigned.

What we offer you:

- Competitive salary;
- Opportunity to advance your career as the company grows;
- Full kitchen with complimentary drinks and food and weekly staff lunches;
- 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 careers@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.