



A Real Estate Capital Bank

A Real Estate Capital Company Celebrating 30 years in 2018

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**Title:** Building Manager Couple - Live-in

**Location:** Toronto, Ontario

**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 across Canada and the United States. Please visit our website at [www.firmcapital.com](http://www.firmcapital.com) for further information.

### **Position Overview:**

We currently have opportunities available on our team for a couple to oversee the administrative and onsite maintenance activities for a residential property in the Toronto area. You will be working under the direction of the Property Manager.

### **What you need to succeed:**

- Experience in Residential Building Management or other related experience;
- Experience in a cleaning role and customer service experience;
- Strong communication skills for relationship building and conflict resolution;
- Successful at working on own or managing teams of on-site staff, contractors, and vendors;
- Excellent organization, planning and time management skills;
- Computer proficiency with MS Office, specifically excel and word;
- High School Diploma or equivalent; and
- Able to communicate effectively.

### **Your new role**

- The day-to-day management of the property including cleaning, repair/maintenance, diagnosing and resolving problems, and showing units;

- Responsible for ensuring all Property Management policies, procedures, and operations are conducted effectively;
- Ensure regular cleaning of common areas;
- Manage on-site daily activities and shared on call duties;
- Assist in renting out of apartments, application process, marketing vacancies and inquiries, and rent collection;
- Maintaining and Building positive professional tenant relationships;
- Provide customer service in response to all inquiries, feedback, complaints or concerns;
- Daily inspection of the building and outdoor grounds;
- Snow shoveling of steps/sidewalks during winter months;
- Regular maintenance including light repairs, such as electrical, painting, and minor plumbing;
- Ensure safety and security on the premise and be on-call for response to any after-hours emergencies;
- Manage the timely order of P.O. requests; and
- Perform other duties as assigned.

**How to apply:**

Please forward your resume and reference the position you are applying to [careers@firmcapital.com](mailto:careers@firmcapital.com). If you are applying with a partner, both of you must submit a resume. Please list any professional certification you may have. Visit our website at [www.firmcapital.com](http://www.firmcapital.com) for further company details. We thank all candidates who apply for this opportunity.