



A Real Estate Capital Bank

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

Title: Property Manager, Residential Operations

Location: Ottawa, ON

Job Type: Permanent, full-time

Reports to: Directors of Residential & Commercial Property Management

Who we are

An entrepreneurial organization with a long track record and a bright talent pool, the Firm Capital Organization is a real estate private equity firm focused on the areas of mortgage banking, real estate investments and special situation investments. Please visit our website at www.firmcapital.com for further information.

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, Residential Operations* for the Ottawa region.

What you need to succeed

- Minimum of 2 years of experience in a similar role.
- Good 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 daily.
- Proven experience with the administration and management of a multi-site portfolio.
- Entrepreneurial by nature and results oriented with strong verbal and written communication skills.
- Demonstrated ability to read and interpret property financial statements; and

- Computer proficiency with MS Office and experience with Yardi Voyager is required.

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 local 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 contractor activities to obtain quotes and negotiate contracts for goods and services including preparation of tender documents, tender and bid analysis, and monitoring 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
- Excellent benefits package
- Opportunity to advance your career as the company grows

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.