Firm Capital

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: Yardi/IT Specialist

Reports to: Director of IT

Location: Toronto, ON

Job Type: Permanent, full-time

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.

Job Description

- Assist in all IT-related matters.
- Support home office and off-site locations with connectivity, computer, email, phone/fax, scanner, wireless and printer issues, set up new users, mobile phone setup etc.,
- Coordinate with and assist the Marketing Team with maintenance and updating of company corporate websites;
- Assist in the setup of new properties, testing new procedures, and unit rent changes;
- Will assist with Yardi projects, including upgrades and conversions;
- Develop, implement, and monitor recurring training programs within the organization;
- Develop solid communication plan for delivery of systems training to users in all offices;
- Participate in projects to streamline, add or modify internal processes and policies;
- Participate in end user system compliance and testing, creation and maintenance of system policies, procedures and controls;
- Maintain the highest of confidentiality and privacy for systems management and data security for internal and external clients;

- Develop in-depth knowledge of company's existing IT architecture/infrastructure, and technology portfolio;
- Provide leadership in evaluation of current applicable software and hardware for ongoing maintenance of service levels, planning and projecting for future service needs;
- Proactively assess and to escalate high priority incidents and risk issues in a timely manner;
- Liaise with suppliers and vendors on contracted maintenance of hardware and software;
- Perform regular system/application upgrades to current versions as needed;
- Research internal requests relating to phone and computer equipment, software and information systems issues;
- Limited travel as required to satellite offices; and
- Perform other duties as required.

What you need to succeed

- Recognized post-secondary degree in IT, computer science or 1 to 3 years in IT support;
- Configuration experience with Yardi Voyager 7 is required;
- Experience with Microsoft Operating Systems and Applications;
- Basic understanding of HTML and WordPress; and
- Ability to be self-directed in a fast-paced environment.

What we offer you

- Competitive salary
- Opportunity to advance your career as the company grows
- In-house Chef with weekly staff lunches
- Full kitchen with complimentary drinks and food
- 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.