



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

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**Title:** Property Manager

**Location:** Ottawa, ON

**Reports to:** Directors of Residential &  
Commercial Property Management

**Job Type:** Permanent, Part-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](http://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 part-time *Property Manager* 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.
- Strong technical knowledge.
- 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](mailto:careers@firmcapital.com). Visit our website at [www.firmcapital.com](http://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.