



A Real Estate Capital Bank

A Private Equity Real Estate Investment Firm focused on;
Mortgage Banking, Real Estate Equity & Special Situation Investments

Title: Senior Residential Property Manager -
US

Location: New York City, NY

Job Type: Permanent, full-time

Reports to: COO

Who we are

The Firm Capital Organization (“**Firm Capital**”), through its various affiliates operates as a boutique private equity real estate firm with proprietary capital in partnership with various capital pools, partnerships, private and public equity funds, deploying capital opportunistically between debt and equity in the real estate private and public markets. Firm Capital’s main public entities include Firm Capital Mortgage Investment Corporation (TSX: FC), Firm Capital Property Trust (TSXV: FCD.UN) and Firm Capital Apartment REIT (TSXV: FCA/FCA.U). Please visit our website at www.firmcapital.com for additional details.

What you need to succeed

- 3-5 years of relevant property management work experience in US-multi-residential real estate;
- Combination of a Bachelor’s degree, Property Management, and experience in the real estate field;
- Proven experience with the administration and management of a multi-site portfolio;
- Knowledge of multi-residential building systems, building maintenance, portfolio administration and procedures;
- Ability to analyze and interpret needs of tenants and leases;
- Demonstrated ability to read and interpret property financial statements;
- Travel between property sites is required, therefore a car, US Passport and valid license is required;

- Computer proficiency with MS Office and experience with Yardi Voyager is preferred;
- Understanding of accounting concepts related to leasing, building expenses, and capital expenditures;
- Demonstrated leadership, organizational and time management skills and the ability to prioritize activities and meet deadlines in a fast-paced, entrepreneurial environment;
- Demonstrated ability to manage multiple and complex operational matters on a daily basis and time sensitive manner either independently or as part of a team;
- Strong verbal and communication skills; Must be fluent in English (written and oral);
- Strong team player who excels at working autonomously; and
- A positive and professional attitude.

Your new role

Firm Capital is looking for Senior Residential Property Manager for its US Multi-Residential business. Note this a newly created role located in New York City in an organization with a growing US presence. Key attributes for the role are as follows:

- Responsible for Firm Capital's various US property management initiatives;
- Assume a key role in preparing the annual business plans, while working closely with property-level staff;
- Hire and supervise a team of in-house superintendents and site staff;
- Responsible for tenant receivables (A/R), leasing matters, ensuring buildings are consistently at minimal vacancy, and operation reports;
- Maintain positive tenant and public relations by effectively handling all tenant needs and concerns onsite;
- Coordinate annual inspections and solve any outstanding issues;
- Conduct weekly site inspections, arrange and monitor necessary required maintenance, create action plans, and monitor individual site performance to maximize efficiency;
- Obtain quotes and negotiate contracts for major building renovations and improvements;
- Oversee all capital projects for the respective portfolio;
- Prepare and monitor annual operating budgets for all properties;
- Review and implement cost control and revenue improvement programs;
- Review marketing and advertising programs to obtain and maintain maximum tenant leasing;
- Conduct marketing surveys;
- Perform and document staff evaluations including, but not limited to, performance reviews, corrective action reviews and terminations;

- Assist in the preparation of full quarterly and monthly reporting as well as any other reporting reasonably requested by executive management;
- Assist with and respond to queries from senior management; and
- Perform other duties as assigned.

What we offer you

- Competitive salary plus benefits
- Opportunity to advance your career as the company grows
- Note this a newly created role with significant upside opportunity for an organization with a growing US presence

How to apply

Please forward your resume and cover letter via email to careers@firmcapital.com and reference the position you are applying to in the subject line. 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.