



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: Edmonton and Greater Calgary Metropolitan area , Alberta

Reports to: Director, Residential Property Management

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.

Position

Within the Firm Capital Organization, 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. Firm Capital Property Management Corp. is looking for a *Property Manager, Residential Operations*.

What you need to succeed

- A minimum of 1 year of experience in a similar role
- A college certificate in Property Management is preferred
- Computer proficiency with MS Office and experience with Yardi Voyager is preferred.
- Demonstrated ability to prioritize activities, develop plans and meet deadlines.
- Valid Driver's License and reliable vehicle. Some travel required.
- Excellent written and verbal communication skills.
- Strong organization skills and ability to multi-task without compromising accuracy.
- Ability to communicate effectively across all levels within and outside organization.

- Ability to work quickly and efficiently on a team or independently.
- Knowledge of various legislations, including Resident Tenancy Act.
- Demonstrated ability to read and interpret property financial statements.

Your new role

- Responsible for tenant receivables (A/R), leasing matters, ensuring buildings are consistently at minimal vacancy, and operation reports;
- Deliver strong customer service to all tenants; Ensure that each property maintains an engaged Tenant Relations program; Take appropriate action to resolve those issues.
- Perform monthly rent collections and deposits and oversee the required tenant filings for late payment and eviction; Process annual renewals.
- Conduct site inspections regularly, arrange and monitor required maintenance, create action plans, and monitor individual site performance.
- Maintain necessary and requisite property and financial records at each property in a diligent manner.
- Liaise with tenants, vendors, contractors, and staff.
- Draft letters and memos.
- Ensure that all services provided and transactions conducted are performed based on the requisite regulations and the highest ethical standards;
- Oversee and provide direction to other staff.
- Perform other duties as assigned.

What we offer you

- Competitive salary
- 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.