



A Real Estate Capital Bank

A Private Equity Real Estate Investment Firm focused on;
Mortgage Banking, Real Estate Equity & Special Situation Investments
Celebrated 35 years in 2022

Title: Junior Property Manager

Location: GTA, ON

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 *Junior Property Manager*.

What you need to succeed

- 2 – 3 years in Property Management with recent tenure in a leadership position;
- Combination of a Bachelor's degree, Property Management, and experience in the real estate field;
- Knowledge of building systems and building maintenance;
- Ability to multitask and complete tasks efficiently in a time sensitive manner;
- Strong team player who also excels at working autonomously;
- Demonstrated ability to prioritize activities, develop plans and meet deadlines;
- Demonstrated ability to manage multiple and complex operational and financial matters on a daily basis;

- Proven experience with the administration and management of a multi-site portfolio;
- Entrepreneurial by nature and results oriented;
- Strong verbal and communication skills; Must be fluent in English (written and oral);
- 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 and valid license is required.
- Computer proficiency with MS Office and experience with Yardi Voyager is preferred;

Your new role

- 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 with the City 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 of a diverse portfolio which includes retail, industrial, and residential properties;
- 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;
- Analyze A/R report and collect outstanding arrears; and
- Perform other duties as assigned.

What we offer you

- Competitive salary, cell phone expense reimbursement and monthly car allowance
- 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 in **PDF format only** 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.