



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

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**Title:** Residential Property Manager

**Location:** Montreal, QC

**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](http://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 *Residential Property Manager*.

### **What you need to succeed**

- 2-5 years in Residential Property Management;
- 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;
- Proficiency in written and verbal French and English.

### **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
- Opportunity to advance your career as the company grows
- Medical and Dental Plan

### **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.