

PROPERTY MANAGER LONGBOAT

Longboat has a long history of successful development projects in Winnipeg such as BellMTS Place, BellMTS IcePlex, Pointe West Auto Park, the mixed-use Centrepoint development and The Oaks residential neighborhood.

We are seeking a Property Manager to join our team. The Property Manager will be responsible for the property management of our real estate portfolio which consists of 100,000+ square feet of commercial office and retail space located throughout Winnipeg. The Property Manager will also assist our team with new development projects and with asset management and leasing.

Key Responsibilities:

- Represent Longboat in all aspects of property management including tenant relations, lease administration, conducting property inspections, coordinating service contracts and other repair and maintenance matters
- Assist in the preparation and execution of capital plans and oversee capital projects
- Coordinate the insurance portfolio to ensure adequate coverage
- Maintain records of mechanical and safety systems and arrange for preventative maintenance and regulatory testing and inspection to ensure compliance with all bylaws
- Work with the finance team to develop monthly financial statements, annual budgets and forecasts with a focus on controlling operating costs

Qualifications & Skillset:

- 3+ years relevant work experience in a property management administrator/assistant role or minimum of 1 year experience as a Property Manager
- Proficiency with Microsoft Office, particularly Excel. Experience with property management software (Yardi, Spectra, MRI) is an asset
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution and communication skills
- Ability to adapt to change and effectively manage time
- A valid Manitoba Driver's License and vehicle are required for regular travel to inspect assets

What We Offer:

- Competitive salary with incentive program
- Employer paid medical, dental and vision benefits
- Employer paid parking
- Wellness subsidy program
- Support for continued training and development

We are an equal opportunity employer and invite interested and qualified candidates to submit their applications to Bryan Rodgers at bryan@longboat.ca. We thank all candidates for their interest, regretfully we are only able to contact those selected for further consideration.