

CAREER OPPORTUNITY

Assistant Property Manager

JOB SUMMARY

Seeking a talented individual to report to the Senior Property Manager.

RESPONSIBILITIES

Preparation of annual budgets.

Analyzing financial information and reporting on variances.

Prepare, organize and maintain both electronic and hard copy filing systems.

Entering work orders, coding and approving invoices on a weekly basis.

Oversee tender process and award service contracts for repairs and maintenance as required.

Regularly inspect properties.

Liaise with both tenants and landlords regarding operational issues.

QUALIFICATIONS

Two or more years of hands-on Commercial Property Management experience.

General knowledge of Condo Property Management.

Highly organized and team oriented.

Familiarity with property management and accounting software such as YARDI would be an asset.

Accurate and efficient in database entry.

Stronger computer skills and proficiency with Microsoft Office applications.

Above average written and verbal communication skills.

Ability to deal effectively with difficult people and situations.

Experience reading and comprehending commercial lease terms and conditions.

Ability to work extended hours when needed to complete required job duties.

Must have reliable vehicle and valid driver's license.