

**JOB TITLE:**

Property Manager

About us:

McCOR Management has offices in Calgary, Edmonton, Gatineau, Laval, Regina, Toronto, Vancouver, Yellowknife and Winnipeg, offering national reach needed to best serve leading investors and occupiers while retaining the local expertise to accommodate smaller firms and sole proprietorships competitively. Built on shared values, understanding and passion of its founders, McCOR will build long-term value for its clients and their properties by maximizing efficiencies, minimizing costs and increasing revenues.

McCOR is a people business. It's our people, and their drive to always do their jobs to the very best of their ability that make us different. We're renowned for creating and nurturing outstanding teams and individuals.

Purpose and Scope:

The Property Manager is responsible for the effective management of operations, administration, Owner and Tenant relations, marketing and finances of a dynamic residential portfolio.

Responsibilities:

- Responsible for all aspects of the day-to-day management of newly constructed residential properties.
- Tenant, owner and contractor relations.
- Analyze and interpret leases, technical procedures and regulations.
- Ensure all property and lease files, correspondence and records are properly maintained and in accordance with company policy.
- Adapt reporting, policy and/or procedures to meet client specific requests and timelines.
- Prepare annual budgets.
- Review and provide monthly operational reports along with financial reporting to owners.
- Tender and award service contracts for repairs and maintenance.
- Conduct regular inspections of the property and tenant premises to ensure compliance with leases and the proper upkeep of the property.
- Ensure compliance with insurance requirements, building codes, life safety codes and other applicable laws, regulations and policies. Interact and coordinate with all associated local, provincial, federal and other regulatory agencies.
- Marketing vacant property spaces as a standalone project, or in coordination with leasing professionals.

- Organize, coordinate and oversee site caretakers, maintenance personally, leasing and administrative staff.

Qualifications:

- Minimum of 5 years property management experience, preferably in residential management.
- CPM or CPM Candidate is preferred.
- Yardi experience would be an asset, but not required.
- Must have a valid driver's license.
- Must provide a clean criminal record check.
- Possess strong financial and business acumen.
- Strong oral and written communication skills.
- Excellent skills in management and motivation of people.
- Capable of effective time management, able to work under pressure and meet tight deadlines.
- Knowledge of architectural, construction, and maintenance requirements, including dealing with vendors and contractors.
- Knowledge of property management principles, laws, procedures and standards.
- Experience with the Residential Tenancies Act.
- Strong working knowledge of insurance, risk management, environment codes, mechanical, electrical, plumbing, other systems pertaining to the management of residential real estate.