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# Residential Property Manager

**Job Category:** Residential Services

**Requisition Number:** RESID001462

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Posted: September 16, 2025

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Full-Time

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On-site

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Winnipeg, MB R3C1C4, CAN

## Job Details

### Description

Our employees rated our Culture, Employee Empowerment, and Working Environment as their top three drivers. Being in the Property Management business for over 50 years, we have developed a reputation of having a fun, productive and positive workplace culture. We strongly believe in giving back to our community and take pride in providing quality customer service based on a foundation of **Care & Respect, Integrity, Approachability** and **Proactiveness**.

#### Job Summary:

Reporting to the Director of Residential Leasing and Tenant Services, the Residential Property Manager is responsible for management of their assigned residential property portfolio in the following areas: financial such as budgeting, collections and payments, government and tenant relations, communications, support of marketing initiatives and overall performance of the property in alignment with corporate guidelines and performance metrics. Supervision of on-site Resident Managers and Caretakers within set portfolio.

#### Main Responsibilities:

##### Property Management

- Management of portfolio in a manner consistent with Company policies and procedures, with consideration for the company's mission and vision statement and policies.
- Develops and amends current policies and procedures as it may relate to tenants and or employees
- Partners with the Resident Managers to ensure:
  - Buildings are maintained in safe, secure, high quality and clean condition.
  - On-site staff are well trained in company policies and procedures
  - Tenant concerns are addressed in a timely, professional manner
  - Leasing Techniques are followed and provides training as required
  - Communications with tenants re: maintenance, staffing changes, issues with payments, etc. are well managed.
- Communicates directly with maintenance to:
  - Keep up to date on building projects both Operational and Capital projects
  - Assist as necessary with tenant notices and relations as a result of building projects.

- Monitors and reviews property portfolio operating performance and prepare reports on key performance indicators (occupancy, collections, move in-out activity, etc)

#### Government Relations

- Assists with Residential Tenancies Branch applications for increases above the guidelines.
- Represents Edison Properties at hearings and appeals at the Residential Tenancy Branch and the Residential Tenancies Commission
- Liaises and documents regulatory matters related to the Residential Tenancies Branch and the Human Rights Commission pertaining to the property portfolio.

#### Financial Accountability

- General liability issues and claims are documented and filed as appropriate in a timely manner

#### Management & Leadership

- Provides day-to-day leadership to team including hiring, training, coaching, mentoring, performance management (including discipline) to employee reports
- Builds, manages, and maintains a high-performance team through effective talent recruitment, coaching, and development and demonstration of Edison's Values
- Sets high standards and establishes accountabilities and measures of performance consistent with Edison's objectives and values
- Uses collaboration to achieve consensus amongst cross-functional teams in a timely manner
- Ensures all parties adhere to health and safety standards and promotes a healthy and safe work environment
- Effectively communicates with team regarding changes in process, updates, reports, feedback and issues of importance to this team

#### Other duties as may be assigned

#### Job Requirements:

- Two years post-secondary college certification in a related field such as Business Administration, contract management or real estate is considered an asset.
- Certified Property Manager (CPM) or Accredited Residential Manager (ARM) designation(s) an asset or willingness to take the designation.
- Minimum three years of experience in a supervisory role.
- Five years of experience with property management, lease administration, basic legal fundamentals in a residential environment, including direct contact with governmental agencies is considered an asset.
- Valid Driver's License and access to a vehicle is required.
- Must maintain clear Criminal Record Check and Vulnerable Sector Check.
- Experience with Yardi or other Property Management software would be an asset.
- Word and Excel at a basic level (creates documents, opens documents, navigates and searches, formats paragraphs including working with Tabs, margins, lists, breaks and spacing, creates and edits tables, prints pages, envelopes and labels).
- Position may require time commitments outside normal hours of work to accomplish duties in particular during periods of heavy work requirements.
- On-call duties as required.

#### Other Benefits

Satisfaction and fun are something we strive for in our work environment, so we offer a friendly and positive work environment along with competitive pay and comprehensive benefits (***that include health, health care spending account, dental, group life, long-term disability, and a group DPSP/RRSP matching program***).

#### To Apply

Please apply with a cover letter outlining how you meet the job requirements above along with your resume. We thank all applicants, but only those chosen for an interview will be contacted. We will make reasonable accommodations during the recruitment process- please just let us know!

## Qualifications

### Licenses & Certifications

#### Required

Criminal Record Check

MB Driver's License

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