



Winnipeg: Assistant Property Manager - Courts of St. James



JOB SUMMARY:

The Assistant Property Manager will report directly to the General Manager and will be responsible to assist with the daily management of the residential buildings, lease activities, administration, maintaining strong tenant and landlord relations, work directly with the maintenance team to ensure effective management of all equipment and efficient turnover of units, and ensuring building safety for all staff and residents under a S2SA safety system.

Preference will be given to candidates familiar with Yardi Property Management software or similar systems. Preference will also be given to ARM's, CPM's, or CPM candidates.

Essential Job Responsibilities

(Other duties may be assigned from time to time)

- Help prepare annual budgets & maintain throughout the year
- Assist with and/or complete monthly variance reports
- Schedule & oversee capital projects with the General Manager
- Secure quotes for major projects (where necessary), required maintenance, and monthly/annual contracts.
- Conduct inspections of property and address any concerns noted
- Tenant and employee relations
- Assist with and/or attend Residential Tenancies Board & Residential Tenancies Commission hearings and/or appeals, including preparation of files, for all claims
- Assist with marketing efforts and establishing appropriate rental rates by conducting market research & rent averaging where possible
- Marketing of any vacancies/showing of vacancies/process of applications
- Complete turnover inspections of suites in advance of move outs, work with existing tenants on retention efforts.
- Interact with tenants and property management team in a calm, professional and respectful manner.
- Understanding of building maintenance operations and mechanical systems considered an asset.
- Safe Work Certified safety knowledge and execution.
- Knowledge, and understanding, of building permit processes, codes, and insurances considered an asset.



- Available to be on-call after hours.
- Payables reconciliation.
- Administrative-related duties pertaining to office and maintenance operations.

REQUIRED EXPERIENCE AND QUALIFICATIONS:

- Proactive, positive attitude, respectful, and resourceful.
- Experience managing personnel.
- Strong written and communication skills.
- Ability to work independently as well as work within a team environment.
- Proficient computer skills.
- Ability to use Word, Excel, Outlook, PowerPoint, and any other Microsoft office software programs. Experience with Yardi would be an asset.
- Ability to meet deadlines with excellent organization skills.
- Ability to meet the physical demands of the job (i.e., some lifting, walking).
- Class 5 Drivers License and regular access to a vehicle.
- Clear Criminal Record Check.

Competitive salary and benefits package.

To apply please respond to this ad with cover letter including salary expectations and resume.

Thank you to all applicants, only those potentially selected for an interview will be contacted.

No phone calls, please.

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Name *(Required)*

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Last

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