



# Associate Property Manager

Req #559

201 Portage Ave, Winnipeg, MB R3B 3K6, Canada

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## Job Description

Posted Friday, April 24, 2026 at 2:00 AM

**Harvard Developments Corporation** has an immediate opening for an **Associate Property Manager** to join its team at 201 Portage in **Winnipeg**, Manitoba. Harvard is a full-service real estate management company based in Western Canada that is recognized for its reputation in leadership, flexibility, quality and performance. The company oversees over 9 million square feet of office, retail and industrial properties throughout Western Canada, with offices in Winnipeg, Regina, Calgary, and Edmonton.

Reporting to the Senior Property Manager, this position is a member of a local portfolio team working collaboratively with other members responsible for marketing, administration, accounting, maintenance, project management, development and leasing.

Responsibilities include:

Skip to Content aspects of property management for a portfolio of commercial properties;



- Participate in tenant relations, lease enforcement, lease compliance, leasing assistance, and ensuring tenants are aware of and understand their obligations under their lease
- Assist in planning, budgeting, financial reforecasting and reporting in collaboration with administration and accounting of the properties, to provide a complete review of all activities related to the property;
- Play an integral role in the marketing of the property and promotion of events, directing onsite personnel in the execution of programming activity, and working with tenants and the community to drive awareness for the products, amenities and experiences available;

### **What you will bring to the job:**

- A minimum of 3 years' relevant property management experience, ideally in commercial real estate and with some staff oversight responsibilities.
- Be licensed in the property management, or be eligible and willing to obtain license as requested,
- Demonstrated management and problem-solving skills in dealing with contractors and tenants;
- Exceptional customer service skills with the ability to build strong and lasting relationships with various stakeholders.
- Strong computer skills with proficiency in Microsoft Office 365 with preference in working knowledge of MRI;
- Strong financial acumen in analysing property performance and monitoring of key performance metrics,
- The ability to work independently with minimal supervision;
- Strong organization and efficiency skills, with a keen eye for detail;
- Effective handling of multiple priorities, recognizing and addressing important and time-sensitive tasks and matters;
- Experience in marketing, programming, social media or event planning; and
- A valid driver's license to be able to travel to visit properties within the assigned portfolio.

### **What you will receive:**

- Competitive salary, incentive and health benefits within the property management industry;
- Additional benefits including pension, group RRSP, children's scholarship and wellness program;
- Regular work scheduling with flexibility for occasional work after hours or on weekends;
- Comprehensive orientation, training and support; and
- Encouragement of lifelong learning through education and training opportunities.



## Job Details

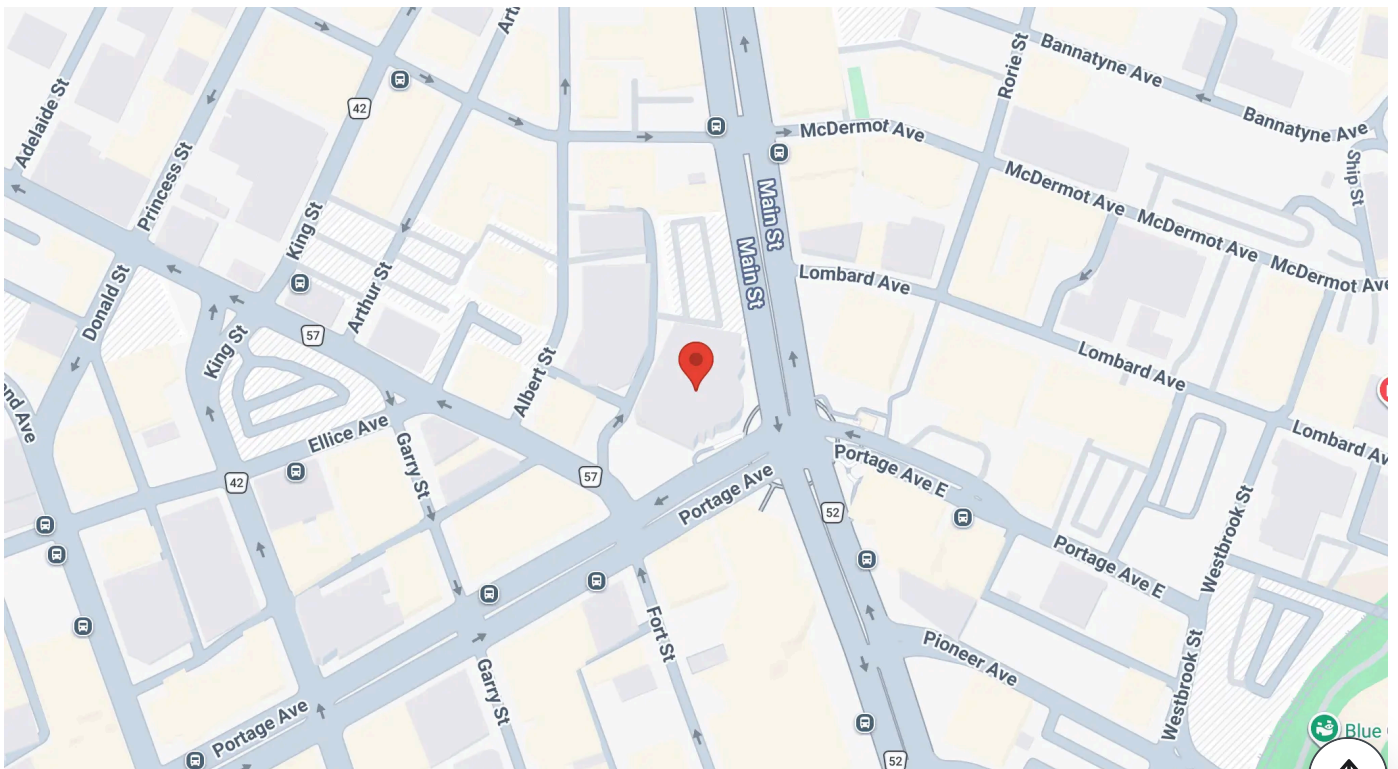
Pay Type

Salary

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