



Title: Junior Property Manager

Location: 1 Dr. David Friesen Drive, Winnipeg

At Qualico Properties, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Director, Property Manager, as the **Junior Property Manager** you ensure residential properties are effectively managed in accordance with internal policies and standards for safety, quality, customer service, and property/facility performance. You contribute to the success and effectiveness of properties by ensuring assigned financial and operational goals/objectives are achieved.

Your day-to-day responsibilities will include:

- Conducting regular inspections to ensure assigned properties are safe, functional, well-maintained, and appealing.
- Coordinating and supervising routine maintenance, renovations, preventative maintenance, and restorative work in accordance with approved budgets and schedules.
- Managing the day-to-day property operations, including coordinating maintenance with the Resident Manager and maintenance personnel.
- Awarding, overseeing, and evaluating third-party service contracts to ensure effective performance.
- Supervising on-site staff and third parties involved in construction or maintenance projects, addressing performance concerns and providing workforce-planning feedback to the Director, Residential Division.
- Ensuring employees, vendors, and contractors comply with established health and safety policies.
- Addressing safety infractions, hazardous conditions, and damaged equipment.
- Maintaining financial controls, authorizing expenditures within approved limits, and ensuring compliance with approved budgets.
- Overseeing the purchase of operational supplies and services through Qualico Property's Yardi system.
- Collaborating with on-site staff and Accounting to manage rent arrears and determine appropriate actions for delinquent accounts.
- Building and maintain positive relationships with property owners and tenants.
- Assisting the Resident Manager with rent collection.
- Negotiating satisfactory mediation agreements with tenants through the Residential Tenancies Branch (RTB), working with Qualico Property team members to meet RTB requirements and guidelines.
- Ensuring assigned properties meet or exceed budgeted and planned occupancy levels.
- Collaborating with the Director, Residential Division, to develop and implement response plans for vacancies.
- Completing additional administrative duties as required and directed.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

Essential Requirements

- Minimum 1 year of related residential rental property management.
- Valid driver's licence and access to a reliable vehicle.
- Satisfactory verification of criminal record check.
- Strong numerical skills with the ability to perform calculations, manage budgets and maintain spreadsheets accurately.
- Proficient using office equipment, Microsoft Office Programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint) and property management software (Yardi).

Preferred Qualifications

- Certified Property Manager (CPM) designation preferred.

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Staying current with technical job skills.
- Consistently meeting customer expectations.
- Taking responsibility for the outcomes of decisions and actions.

Work Conditions

You primarily work on site at property locations with travel between sites required on a frequent basis. Position may be required to work outside of normal business hours in event of an emergency. Overtime may occasionally be required.

About Us

Since 1951, Qualico has grown from a small residential developer to one of the largest privately held development companies in western Canada.

As part of Qualico, a fully-integrated real estate company with seven decades of experience, we work alongside experts in community building, home and multifamily builders, and manufacturers of building materials. Together, we're able to integrate our properties into the communities we build and collaborate to increase the density around our sites.

Through it all, we prioritize the people who use our spaces, whether they're customers, or people collaborating in an office setting.

We consider their aspirations and strive to improve their overall experiences. Through the lenses of development (what we build), leasing (who we invite into our sites), and property management (how we support our tenants) we work alongside the rest of Qualico to build a better city: one that facilitates connections and brings people together. Find out how we're working towards building better cities. For more information, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reasons to come to work every day.

Closing Date: October 6, 2026

[Apply here](#)

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