

Manitoba Government Job Opportunities

Bilingual Property Manager

AO2 Administrative Officer 2

Regular/full-time

Housing, Addictions and Homelessness

Property Services, Manitoba Housing

Portage la Prairie MB

Advertisement Number: 45354

Salary(s): AO2 \$64,153.00 - \$78,773.00 per year

Closing Date: September 7, 2026

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

Employment Equity is a factor in selection for this competition. Consideration will be given to Indigenous people, visible minorities and persons with disabilities.

An eligibility list may be created for similar positions and will remain in effect for 12 months.

Candidates who do not meet all essential criteria may be considered on an underfill basis at a commensurate rate of pay.

Introduction

The Department of Housing, Addictions and Homelessness is currently seeking a qualified individual to fill a Bilingual Property Manager position.

Duties:

Under the direction of the District Manager, the incumbent ensures the efficient and effective management of assigned Manitoba Housing properties and is responsible and accountable for all property management functions and activities within their assigned building(s) including: maintenance of buildings and grounds; leasing; vacancy management; tenant relations; and the effective communication between tenants and all other areas of Manitoba Housing. All assigned duties will be carried out in accordance with the policies, procedures and guidelines established by Manitoba Housing, The Residential Tenancies Act and the Residential Tenancies Branch.

Qualifications:

Essential:

- Experience in a property management environment or related field, including knowledge of property management functions.
- Ability to effectively and proactively maintain buildings involving preventative maintenance, mechanical systems, coordination of contractors for maintenance work and supervising repairs.
- Ability to interpret and communicate acts, regulations, policies and procedures.
- Superior customer service and interpersonal skills demonstrated by effectively resolving tenant concerns and working as a team member.
- Strong organizational and multitasking skills with the ability to work under pressure to meet competing deadlines.
- Experience with Microsoft Word, Excel, Outlook.
- Strong French verbal communication skills.
- Strong English verbal communication skills.
- Strong French written communication skills.
- Strong English written communication skills.

Desired:

- Knowledge of the Residential Tenancy Act.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must provide and maintain a satisfactory Criminal Record Check with vulnerable sector search
- Must provide and maintain a satisfactory Child and Adult Abuse Registry Check
- Must have the ability to travel throughout Manitoba
- Must be able to work overtime, including rotating on-call evenings and weekends

- Must be able to meet physical demands of position including walking through large facilities, climbing flights of stairs, lifting up to 15 lbs, working in confined spaces at times and attending to Manitoba Housing properties
- Must be fluently bilingual (French and English)

Benefits

Why Work For Manitoba Government?

The Manitoba government values its employees, recognizing the important role that each person plays in delivering exceptional services, programs and support to the province. Your important contributions are recognized with a comprehensive package of benefits, including an attractive salary, pension plan, health and wellness benefits, and other supports to encourage work-life balance.

Financial Security

- Attractive salaries
- Defined pension plan
- Life insurance coverage
- Long-Term Disability Plan

Benefit Plan

- Employer paid health care benefits including health, dental and vision
- Extended health care for services such as physiotherapy, chiropractor, massages, acupuncture and more
- Annual health spending account for eligible employees

Commitment to Health and Wellness

- Employee and Family Assistance Program
- Paid time-off including sick leave, wellness days and family related leave days
- Flexible work arrangements for eligible positions
- Generous vacation entitlements, increasing with years of service
- Parental, maternity, and adoptive leave options

Professional Growth & Development

We want our employees to thrive and grow, and are committing to investing in their development. We offer multiple avenues of support such as inhouse training, educational assistance and leadership development programs to help achieve these goals.

Organizational Culture and Values

The Manitoba government is committed to a work environment and culture that values and recognizes every employee. When we look at Manitoba's Public Service, we see a reflection of Manitoba's diversity. We come from differing educational, cultural, and ethnic backgrounds and work in a wide array of jobs across the province, we are all public servants.

Impact on Manitoba's Future

By working for Manitoba's Public Service, you have the unique opportunity to use your time to serve the land, communities, and the people of Manitoba. You can leave a lasting mark that will impact both current and future generations.

Apply Now:

Advertisement # 45354
Talent Acquisition
Human Resource Services
600-259 Portage Avenue
Winnipeg, MB, R3B 2A9
Phone: 204-945-7518
Fax: 204-945-0601
Email: govjobs@gov.mb.ca

WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

Please be advised that job competitions for represented positions may be grieved by internal represented applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.

We thank all who apply and advise that only those selected for further consideration will be contacted.

manitoba.ca/govjobs



Any personal information provided including employment equity declarations will be used for employment and/or statistical purposes and is protected by The Freedom of Information and Protection of Privacy Act.

Alternate formats available upon request