



Careers

Assistant Property Manager

📍 Winnipeg ⌚ Full Time

Date posted: October 2, 2026

Pay: From \$45,000.00 per year

Applicants should send a current resume with references to info@uwcrc2.ca

Job description:

Job Title: Assistant Property Manager

Reports to: Director of Housing and Tenant Services

Employment Type: Full-Time / Permanent (40 hours/week)

Benefits: UWCRC 2.0 offers a comprehensive benefits package and a supportive, mission-driven work environment.

Position Summary

The Assistant Property Manager provides leadership and oversight for the day-to-day operations and performance of UWCRC 2.0's mixed-income, mixed-use residential and commercial housing portfolio.

The APT will be responsible for in-taking tenant lease applications, reviewing and preparing lease documents, marketing of the residential portfolio and providing administrative support to the Property Team. This position processes

and ensures leasing documents, rental rates and activities are completed accurately, timely, efficiently and in compliance with governing bodies and company procedures. You will work independently and effectively as a team member in a fast-paced environment, where customer service is of primary importance. Respect and professional attitude will be key to success in this role

Qualifications

- High school or equivalent
- Knowledge of the Residential Tenancy Act is considered an asset
- Preferred 3 years' experience in an administrative support role within the customer service area of hospitality or property management field
- Effective interpersonal skills and the ability to communicate both verbally and in writing in English
- Proficiency in Microsoft Office and computer skills required
- Experience with Yardi or other property management software would be an asset
- Strong organizational skills with attention to detail
- Must be professional and team- and client-service oriented
- Time management skills, with the ability to prioritize, handle high volume workloads and multi-task daily activities in a fast-paced environment
- Satisfactory Criminal Records Check and Vulnerable Sector Check

Key Responsibilities:

- Leasing
- Responsible for managing and maintaining occupancies and filling vacancies in a timely and efficient manner
- Schedule tours of vacant suites to prospective tenants
- Maintain waitlist and update regularly
- Review, process and approve rental applications including reference checks (rental, RTB, credit bureau)
- Income test to ensure eligibility in the affordable rent program as per policy
- Prepare legal documents including; amendments and renewals contracts maintaining hard copies for tenant files and electronic copies
- Collect rent, damage/pet deposit and other fees as required

- Ensure immediate charges on accounts are updated and processed in a timely manner
- Verify rent rolls
- Schedule the move in inspection, provide the welcome package and greet tenants upon move in
- Responsible for enforcing the terms of lease agreements, such as rent collection, rules and regulations, and following procedures of serving notices to tenants as needed
- Manage parking allocation assignments and residential parking
- Ensure all online advertising is up to date and accurate
- Work collaboratively with facility operations team in coordinating and processing move-in and move-out condition reports
- Contribute information for monthly/quarterly/ annual board reports
- Prepare documents necessary to file a claim, counter claim and order of possession to the Residential Tenancies Branch as well as preparing documents to make an appeal to Residential Tenancy Commission
- Attend hearings at the Residential Tenancies Board and/or the Residential Tenancies Commission
- Assist with bad debt collection files and liaise with 3rd party collection company to file with the Credit Bureau
- Schedule work week to meet the needs of prospective tenants which may include performing duties afterhours, on evenings and weekends
- Perform all other job-related duties and tasks as assigned

Customer Service

- Promptly respond to all tenant leasing inquiries/concerns and requests for service and follow up in a timely and professional manner
- Communicate to tenants through rent café any important building or community related notices and/or information as necessary
- Ensure that a superior level of co-operation, service and support is provided to tenants
- Resolve tenant complaints and concerns in a timely fashion with a view to drive tenant retention through a superior level of customer satisfaction
- Regulatory Compliance

- Maintain strong knowledge of the Manitoba Residential Tenancies Act and landlord-tenant obligations.
- Prepare documentation and represent the organization at Residential Tenancies Branch hearings, mediations, and appeals as required.
- Ensure compliance with operating agreements, funding requirements, and internal policies.

Benefits:

- Extended health care
- Vision care

Work Location: In person, based at 290 Colony Street

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Posted on **October 6, 2026**

Application Form

Full Name *

Email *

Phone

Attach / Drop Your Resume (PDF, JPEG, DOC) *



Comments *