



JOB POSTING
ASSET MANAGER- MUTI FAMILY RESIDENTIAL

Job Title: Asset Manager - Multi-Family Residential
Location: 45 South Landing Dr, Winnipeg, MB R4G 0C4, Canada
Employment Type: Full-Time, Permanent
Department: Finance & Asset Management
Reports To: Chief Financial Officer (CFO)

Description

Join Our Team at Paragon!

Paragon is one of Winnipeg's largest, privately-owned real estate companies specializing in the development of sustainable, purpose-built multifamily rental properties. With over 15 years of experience, Paragon offers end-to-end real estate services including acquisition, development, construction management, leasing, and long-term property management. With \$800M+ in projects under development, we are expanding our team to support our continued growth.

At Paragon, we believe in fostering an environment where our employees can thrive professionally and personally. We offer a comprehensive benefits package, career development opportunities, and a dynamic workplace culture that embodies The Paragon Way.

The Role

We are seeking an Asset Manager to oversee the financial performance and long-term value of our multifamily residential portfolio. This role is responsible for maximizing net operating income, growing asset value, and optimizing investment returns across Paragon's properties.

The Asset Manager will lead portfolio performance strategies, rental rate and renewal planning, capital investment analysis, and revenue optimization initiatives. Working closely with CEO, CFO, Director of Property Management and Residential Leasing Manager, this position plays a critical role in driving sustainable growth and ensuring the long-term success of our residential assets.

Key Responsibilities

Renewal Strategy and Rates

- Own the annual renewal program: set renewal rates by property, unit type and suite, balancing rent growth against retention and turnover cost.
- Build renewal rate recommendations using market comps, in-place vs. market rent gaps, occupancy, resident payment history and expiry concentration.



- Ensure rent increases comply with applicable Manitoba legislation, including annual rent increase guidelines, Above Guideline Increase (AGI) applications, and exempt-unit regulations.
- Prepare and justify AGI applications to the Manitoba Residential Tenancies Branch where capital spend supports them.
- Manage lease expiry staggering to avoid vacancy spikes in slow leasing months.
- Track renewal conversion, retention and loss-to-lease; adjust strategy with Leasing and Property Management.

Investment Returns and Performance

- Monitor each asset's NOI, cash flow, cap rate, cash-on-cash return, IRR, DSCR and equity multiple against acquisition underwriting and budget.
- Lead the annual budget and multi-year forecast for each property with accounting.
- Run monthly and quarterly variance analysis and present findings with corrective actions.
- Produce hold / sell / refinance / reposition analyses and recommend capital decisions to leadership.
- Manage annual loan requirements: covenant and DSCR compliance, annual financial statement and rent roll submissions to lenders, mortgage renewals and refinancing packages.

Acquisitions, Dispositions and Due Diligence

- Support acquisitions: underwrite target properties, review rent rolls, leases, operating statements and building condition reports.
- Support dispositions: prepare hold/sell analyses, broker packages and buyer due diligence materials.
- Coordinate due diligence with lawyers, lenders, appraisers and consultants through closing.
- Onboard newly acquired properties into Yardi and the reporting cycle.

Revenue Management

- Set and maintain asking rents for new leases in line with market and the renewal program.
- Identify ancillary revenue: parking, storage, amenities, utility recovery, fees.
- Review concessions, vacancy loss and bad debt; recommend policy changes.

Capital Planning

- Maintain 5- and 10-year capital plans per property, using building condition data.
- Evaluate value-add and suite renovation programs on rent premium and payback.
- Prioritize capital spend by return, risk and regulatory impact.

Reporting and Systems

- Deliver monthly asset performance reports, quarterly portfolio reviews and annual reporting packages (year-end property results, valuations, lender reporting) to the CFO, ownership and lenders.
- Use Yardi Voyager data for rent rolls, expiries, occupancy and financials; keep renewal and pricing data accurate.
- Use CRM IQ data on leads, traffic and conversion to inform pricing and renewal decisions.
- Track market data: comparable rents, vacancy, new supply and valuation trends in Winnipeg.



Qualifications & Experience

- Degree in Finance, Commerce, Real Estate or a related field.
- 3+ years in real estate asset management, investment analysis, commercial lending or property management with financial responsibility, ideally multi-family residential.
- Proven track record setting rents and renewal strategy for a residential portfolio.
- Advanced Excel: financial modelling, DCF, IRR, sensitivity and scenario analysis.
- Working knowledge of residential tenancy legislation in Manitoba.
- Strong written and presentation skills for ownership, lenders and senior leadership

Preferred Qualifications

- Yardi Voyager experience, including rent rolls, lease expiries, and financial reporting.
- Yardi CRM IQ experience including lead tracking, conversion, and leasing funnel analytics.
- CFA, CPA, CCIM, RPA or similar designation (or progress toward one).
- Experience with Manitoba AGI applications or rent-regulated portfolios.
- Exposure to development, lease-up or value-add repositioning.
- Familiarity with ARGUS, Forecast IQ or other budgeting and valuation tools.

Core Competencies

- Owner's mindset: makes decisions as if the capital were their own.
- Analytical rigour paired with practical, on-the-ground judgment.
- Clear communicator who turns numbers into recommendations.
- Collaborative with property management and leasing teams; can influence without direct authority.
- Organized, deadline-driven, comfortable managing many assets at once.

Why Join Us?

- Work on a growing portfolio of multifamily residential assets throughout Winnipeg.
- Play a key role in driving portfolio performance and investment returns.
- Competitive compensation package, benefits, and professional development opportunities.
- A workplace culture built on trust, teamwork, and excellence.

Ready to Build Something Great With Us?

Apply now— If you're passionate about real estate investment, asset performance, and strategic decision-making, we'd love to hear from you.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.