



## Property Manager Calgary, Alberta

### Description

Gateway Property Management Corporation offers a solid 50+ year history of real estate management with a diversified portfolio of residential rental, condominium and commercial clients. From corporate offices all over Canada we direct day-to-day property operations and oversee some 400+ dedicated on-site employees in dozens of communities across Canada. Over 45,000 people choose to live in Gateway managed properties. Join the Gateway family and be a part of a dynamic and growing team!

We are currently seeking a **licensed, condo-experienced Property Manager** for our Calgary office. The primary responsibilities of the Property Manager are:

1. Provide property management services to company clients in compliance with the management agreements in place and within the guidelines of the Gateway Mission Statement.
2. Ensure that all activity is conducted within the appropriate provincial legislation pertaining to the business of third party property management.
3. Support and maintain all company policies and procedures regarding property operations.
4. Maintain a current, in depth knowledge of each property within the assigned portfolio.
5. Demonstrate strong, fiscally responsible financial management skills in order to meet client expectations.
6. Create site staff teams with a view to maximum property performance.

### Qualifications

The ideal candidate will bring a track record of excellence and leadership; the ability to direct and develop on-site building management teams; superior knowledge of financial obligations to clients and owners; exemplary written, oral and public speaking skills as well as the desire to create a client focused portfolio. Knowledge and 2+ years of experience in condominium management is a must, with rental experience a definite bonus! Working towards an REIC property management designation and experience with Yardi Voyager are definite assets.

### Benefits

We offer a competitive compensation package, stellar administrative support, and are willing to relocate the right candidate from within Canada.

If you are currently exploring a new property management career challenge in a growing company, apply by sending your resume to [careers@gatewaypm.com](mailto:careers@gatewaypm.com).

Please state salary expectations and quote reference PM1218YYC.

Due to anticipated response, only those candidates who will be interviewed will be contacted.