

SENIOR PROPERTY MANAGER (Multi Unit)

Summary

Our organization is looking for a resourceful, creative, energetic and detailed-oriented leader to fill its Senior Property Manager position. The Senior Property Manager will ensure all our residential, commercial, office and health related properties are operated and maintained in a cost-effective, safe and efficient manner. The incumbent is accountable for operational and financial performance of a complex of properties, as well as managing tenant relations. As Senior Property Manager you will manage capital and operational budgets, ensuring the highest level of service is provided to tenants and business partners and oversee a maintenance operations team.

The successful candidate will have at least 7-10 years of experience in multi-unit property management. Joining an established collaborative team environment, you have proven experience managing staff, possess exceptional motivational skills, are customer focused and have the experience and technical knowledge to efficiently run a multi-unit complex.

You will be a dynamic and professional individual and will be able to develop and sustain cooperative working relationships with senior management, clients, contractors, and tenants. You will be able to manage multiple demands and deliver results within agreed upon timeframes.

This role will be integrally involved in the renovations and maintenance of our properties. This is an extraordinary opportunity to play a broad, hands-on role in helping to maintain and grow a well-established organization.

Key job accountabilities include but are not limited to:

- Develops and maintains routine and preventative maintenance schedule and oversees maintenance activities
- Performs financial control activities, including the development of annual operating budgets, performing monthly budget analyses and meeting annual targets
- Successful cost-management of operating expenses through effective purchase order processing and contractor management
- Owner of the emergency preparedness plans, site inspections, facility audits, work order progress reports, and other related reports
- Manages contractor and sub-contractor activities for goods and services, including negotiating best possible terms and preparing contract documents and monitoring performance
- Complies with employment standards, human rights, employment equity, health and safety, environmental and all federal/provincial/municipal legislation
- Monitors service level requests from tenants and ensures they are within the scope of the leases or contract
- Responsible for tenant receivables, leasing matters, ensuring residential buildings are consistently at a minimal vacancy
- Manages resident concerns through effective conflict resolution to the satisfaction of all parties alleviating potential risk of legal action
- Maintain and establish proper tenant relations to ensure high quality standard is being met
- Maintain a positive work atmosphere by acting and communicating in a manner suitable for interaction for customers, clients, business partners and co-workers
- Provides leadership and coaching for a group of superintendents and maintenance staff
- Manages team to meet all deliverable requirement timelines
- Ability to look at the big picture and lead by example
- Identify and implement innovations and best practices
- Develop and implement business plan priorities annually

Desired Qualifications

- College Diploma or Bachelor's Degree (minimum)
- One or more of the following professional designation – Certified Facility Manager (CFM), Certified Property Manager (CPM), Facility Management Administrator (FMA), Real Property Administrator (RPA)
- 7 -10 years property management experience
- Excellent customer service and conflict resolution skills
- Strong interpersonal and communication skills, both verbal and written
- Good problem solving, analytical and organizational skills
- Self-motivated with the ability to work independently in a multi-task high pressure environment
- Availability to be on-call for major maintenance problems
- Experience in the charitable/not-for-profit sector, an asset
- Knowledge of Excel, Word and other Microsoft and business applications/tools
- Travel between property sites is required

We would like to thank all Applicants for their interest. Only Applicants selected for an interview will be contacted. We are an equal opportunity employer. If selected for an interview, please advise our Human Resources Department if you require accommodation during the interview and assessment process. We will work with Applicants to accommodate all accessibility needs.

Please send all applications to careers-nonprofit@outlook.com