



EPLS is seeking a highly motivated, goal-driven, team-player, and passionate candidate who is interested in a rewarding opportunity and becoming a part of our Properties Division as **Property Manager**.

The **Property Manager** is responsible for overseeing all properties, maintenance and processing of EPLS Properties contact and lease agreements, tenant files, expense tracking and preventative maintenance schedules. This is a permanent full-time position based out of Arviat, NU. Possible travel to Winnipeg, MB, Rankin Inlet, NU and Arviat, NU may be required. This position reports directly to the Chief Operating Officer.

RESPONSIBILITIES:

- Overseeing the day to day management of the property, ensuring that day-to-day repairs are completed and preventative maintenance plans are in place for all applicable properties
- Ensuring excellent tenant/business partner relations through personal contact and excellent customer service
- Supervising all property staff to ensure high standards are maintained in accordance with established policies
- Overseeing and coordinating tenant move-in and move-outs.
- Working with the Maintenance Services team, maintain frequent contact with trades and other contractors to resolve any issues
- Effectively communicating with EPLS executives on financial performance, property operations and tenant relations
- Responsible for building revenue and expenses including preparing and operating within an approved budget; analyzing monthly financial statements and preparation of monthly management report; ensure tenant billings and yearend adjustments are correct and conform to the lease
- Administering leases to ensure all requirements are met
- Ensuring capital projects including building improvements and leasehold improvements are properly managed and implemented
- Ensuring efficient operation, maintenance and repair of properties including compliance with government regulations, achievement of maintenance/life safety standards and sourcing cost effective ways to operate
- Supervising and/or developing appropriate operating procedures for the properties ensuring legislative or regulatory requirements are adhered to and emergency response procedures are regularly updated
- Regularly conducting site visits to all locations, including routine inspections of highly visible common areas to ensure any problems are identified and remedied immediately
- Maintaining Tenant Manuals
- Complete regular inspections and condition reports as required
- Develop annual maintenance plans to ensure that all critical aspects of the property are checked and maintained on a regular basis
- Ensure that all files are complete and up to date, following up with internal and external business partners as necessary
- Responsible for preparation and control of purchase orders and coordinating work with trades; ensure accurate billing of work
- Provide regular updates to the President, keeping him informed of deficiencies or problems noted for the buildings/properties that require attention
- Assist with the process of acquiring necessary building certifications as needed
- Manage and maintain all tenant information and documentation as required
- Assist in the preparation and management of financial reports for all properties, relating to ongoing and preventative maintenance
- Possible travel between properties and locations in Winnipeg and Nunavut will be required
- Other duties as assigned



QUALIFICATIONS:

- Post secondary education in Business Administration, Property Management or a combination of education and experience
- 5+ years within a similar working environment
- Strong computer skills, with experience in MS Office Suite
- High degree of accuracy and attention to detail
- Good verbal and written communication skills,
- Excellent interpersonal skills and customer service orientation
- Good problem-solving ability
- Able to work as part of a team as well as independently
- Adaptable with the ability to handle multiple priorities under pressure
- Good time management and organizational skills with the ability to multi-task
- Must have a strong work ethic, be reliable with a positive team attitude.

Employment Status: Permanent; Full-Time

Working Hours: Your work schedule will be variable based on the operational needs of EPLS. You may be required to work extended hours based on business and/or customer needs thus time flexibility will be essential in this role.

Work Location: Arviat, Nunavut

Salary: \$60,000.00/year (Determined on Qualifications)

If you believe you can make a strong contribution to our organization, interested parties may submit their resume and cover letter to hr@eskimopointlumber.com

About Us:

Eskimo Point Lumber Supply is a Nunavut based retailer and distributor that provides goods and services to the Kivalliq region. Our core values are based on honesty, hard work and service to the community. We are proud to provide support and opportunities to the Inuit communities in which we are based.

Benefits of Working for Us:

- Competitive compensation package
- Comprehensive Group Benefit Plan
- Subsidized housing
- Great colleagues and team atmosphere
- Respectful and family-oriented company with strong values
- Opportunity to develop skills in a growing company

We thank all candidates for their interest in the position; however only those selected for an interview will be contacted.

Applicants will be reviewed on a rolling basis which may result in an earlier application deadline.

EPLS hiring policy is to recruit and select the best applicant for employment based on a review of their qualifications, aptitude and skill for the position. EPLS does not discriminate against applicants based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or a conviction for which a pardon has been granted.