

## MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	PROPERTY MANAGER
JOB NUMBER	4022
NUMBER OF POSITION/S	1
NOC CODE	0714
CLOSING DATE	2021-07-27
LOCATION	TBD
ACCESSIBLE BY TRANSIT	No
HOURS PER WEEK	40
HOURLY WAGE RANGE	\$21.00 - \$22.00
JOB TERMS	Full time
JOB DESCRIPTION	<ul style="list-style-type: none"> <li>- The Site Manager is responsible for leading customer relations with tenants through the coordination of all on site daily operational requirements and by representing both tenants and the public.</li> <li>- The Site Manager is responsible for keeping premises well-maintained, fully rented and ensuring the health and safety of our tenants and their guests.</li> <li>- The Site Manager will work with various business partners including leasing team, maintenance team, cleaners, outside contractors and management to ensure that standards are consistently met.</li> </ul>
JOB DUTIES	<ul style="list-style-type: none"> <li>- Responsible for maintaining a high level of tenant satisfaction through excellent customer service and communication</li> <li>- Manage all day to day administrative functions in the site office and as directed by Area Manager</li> <li>- Responsible to be first call for responding to emergency situations</li> <li>Work with Leasing team to ensure that vacancies goals are met including showing available suites and administering leasing applications</li> <li>- Responsible for all move-in and move-out scheduling, coordination and inspections</li> <li>- Conducting pre and post move out walk through with tenants and communicate any costs associated with needed repairs</li> <li>- Conduct by-annually suite inspections</li> <li>- Regularly inspects grounds, interior hallways, and all common hallways and make recommendations for physical repairs and/or replacement and create work orders as needed</li> <li>- Oversees and schedules resources appropriately to ensure suites are clean, repaired and ready for new tenant with minimal down time</li> <li>- Manage site office schedule requirements to accommodate walk in traffic, after hours showing, payments and other tenant relations issues</li> <li>- Manage rent collections and serve reminder and 14-day Notices to residents who are late in making rental payments as per the collection policy</li> <li>- Confirms that all vacant units/areas are ready to lease</li> <li>- In winter, the Site Manager will be responsible for supervising the snow</li> </ul>

## MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

<b>JOB DUTIES</b>	removal process, having cars moved so the lot can be thoroughly cleaned - Be an active participant to meetings and offer recommendations /ideas on operations and processes - Site Manager will follow and uphold all policies and procedures as outlined in the Operations Manual, Employee Handbook and as directed by the Area Manager
<b>QUALIFICATIONS, REQUIREMENTS &amp; SKILLS</b>	- Minimum 3 years of experience in a management role - High degree of resourcefulness, flexibility, and adaptability - Computer literacy, including effective working skills of MS Word, Excel, and e-mail - High degree of professionalism/diplomacy - A valid drivers license
<b>OTHER DETAILS</b>	- PROPERTY LOCATION - SELKIRK, MB
<b>APPLICATION PROCESS</b>	Send targeted resume Apply through your CC
<b>APPLICATION DETAILS</b>	Please kindly send your TARGETED resume to your CAREER COACH via e-mail. Please indicated the job number and the title in your application.
<b>JD</b>	Norm Mayer