



Condominium Property Manager

We are seeking an exceptional Condominium Property Manager to effectively manage a portfolio of condominium corporations ensuring appropriate levels of care and attentiveness are provided to all aspects of the common area of the building, thereby achieving optimal levels of satisfaction of the Board of Directors.

About us

We:

- empower our people to strive for creativity, uniqueness, and distinction.
- are driven by values of Integrity, Commitment, Innovation, Attention, Balance, Gratitude, and Leadership.
- have a Commercial portfolio of over 2million sf existing portfolio plus additional development potential of over 1Million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

About the role

The Condominium Property Manager will be responsible for:

- Day to day operations of a commercial building/portfolio
- Maintenance coordination
- Owners and Board of Director Relations
- Annual Budget, owner reports and financial review
- Capital expense planning
- Reserve Fund Study
- Performance Audit

About you

Your attributes:

- 5+ years in condominium property management
- RCM designation mandatory
- PSPC experience is an asset
- Experience using Yardi
- Ability to multitask and prioritize

- Distinctive financial and analytical skills
- Strong interpersonal skills

We offer a dynamic opportunity with an attractive base salary and benefits. Should Regional Group and this position be a good match for you, please email your cover letter and resumé to: recruiting@regionalgroup.com.

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.