



## Property Manager, Residential

We are seeking an exceptional Residential Property Manager to effectively manage a portfolio of residential buildings ensuring appropriate levels of care and attentiveness are provided to all aspects of the building, thereby achieving optimal levels of return on investment for the ownership.

### 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 Residential Property Manager:

#### General

- Conducts periodic inspections of the properties and tenant spaces to ensure compliance with leases and the proper upkeep of the properties.
- Obtains estimates/bids for repairs at the properties.
- Generates and tracks service orders, approvals and distribution.
- Coordinates contractor activity.
- Supervises full-time cleaning and maintenance crews or hires out the work to subcontractors.
- Oversees the interior and exterior maintenance and repairs, landscaping and painting, electrical and plumbing systems, windows, doors, elevators and floors.
- Updates and improves properties to increase return on investment.
- Manages operations staff and property administrator
- Coordinates tenant move in / move out as well as agreed upon tenant improvements.
- Reviews and provides feedback on monthly/quarterly owner reports
- Performs on-call duty as required.

#### Leasing



- Manages lease renewal process.
- Markets vacant spaces.
- Shows residences to prospective tenants or other leasing agents.
- Executes lease contracts.

#### Financials

- Prepares annual budgets and monthly/quarterly owner reports.
- Monitors all accounts that pertain to the running of the building.
- Institutes collection procedures on late-paying tenants.
- Verifies all invoice amounts and information with approved Service Orders or Contracts.
- Assists corporate accounting with questions related to the properties and resolution of vendor issues.

## About you

#### You have:

- Excellent written and verbal communication skills
- Ability to multitask and prioritize
- Distinctive financial and analytical skills
- Strong interpersonal skills
- Ability to meet deadlines and coordinate multiple projects
- 5+ years in property management
- RPA or CPM a plus
- LEED certified a plus
- Experience using Yardi

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](mailto: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.