



Condominium Property Manager

We are seeking an experienced 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 the role

Your key accountabilities will include:

- day-to-day operations of a condominium corporation building/portfolio.
- maintenance coordination and oversight including obtaining estimates/bids for repairs; generate and track service orders, approval, and completion; coordinate contractor activity.
- owners and Board of Director Relations including attendance at Monthly/Bi-Monthly Board of Director Meetings.
- preparation of annual budgets and annual financial statements.
- preparation of monthly/quarterly owners reports.
- capital expense planning.
- performance audits.
- Any other task as assigned by the Principal Condominium Manager

About you

You have/are:

- Post-secondary education or suitable professional training and experience as an alternative
- 3+ years in property management
- Excellent written and verbal communication skills
- Experience using Yardi
- Microsoft office (word, excel, outlook)
- Ability to multitask and prioritize
- Distinctive financial and analytical skills
- Strong interpersonal skills
- Ability to meet deadlines and coordinate multiple projects

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.
- Our mandate is to deliver turn-key simplicity by offering real estate stakeholders a comprehensive management package designed to maximize asset value and net operating income

- we professionally manage over 2,000 residential/condominium units and 2.3 million square feet of commercial, industrial, and retail space.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for over 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

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.