



Property Manager, Residential

We are seeking an exceptional 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 the role

The Property Manager is responsible for:

General

- Conducting periodic inspections of the properties and tenant spaces to ensure compliance with leases and the proper upkeep of the properties.
- Obtaining estimates/bids for repairs at the properties.
- Generating and tracking service orders, approvals and distribution.
- Coordinating contractor activity.
- Providing excellent tenant service; responding to tenant requests/problems in a timely and courteous manner and generates work orders directed to vendors or maintenance staff. Follows-up with tenants to ensure satisfactory resolution.
- Utilizing highly effective communication and interpersonal skills for building important relationships with guests, employees, city officials and other community leaders.
- Ensuring that property files are properly maintained and keeps up-to-date in accordance with company policy; prepares and maintains appropriate files, records, and correspondence
- Supervising full-time cleaning and maintenance crews or hiring out the work to subcontractors.
- Overseeing the interior and exterior maintenance and repairs of the building.
- Overseeing landscaping and painting, electrical and plumbing systems, windows, doors, elevators and floors.
- Making recommendations to the owners for repairs and upgrades.
- Updating and improving properties to increase return on investment.
- Manages operations staff and property administrator.

- Coordinating tenant move in / move out as well as agreed upon tenant improvements.
- Reviewing and providing feedback on monthly/quarterly owner reports
- Performing on-call duty as required.

Leasing

- Managing lease renewal process.
- Marketing vacant spaces.
- Showing residences to prospective tenants or other leasing agents.
- Executing lease contracts.

Financials

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

About you

You have/are:

- Post-secondary education or suitable professional training and experience as an alternative
- 5+ years in property management
- RPA or CPM a plus
- LEED certified a plus
- Experience using Yardi
- Microsoft Office (word, excel, outlook, powerpoint)

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 2 million sf existing portfolio plus additional development potential of over 2 million sf.
- 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.