

ProCura Position Description

Job Title:	Senior Residential Property Manager
Location:	Edmonton
Reporting to:	Director of Property Management
Direct Reports:	Leasing Administrators, Concierges
Date:	January 2018

Position Summary:

This role will supervise the administration and execution of the day-to-day services and strategy in all assigned residential property enterprises, including apartment and condominiums. Responsibilities include maximizing the performance of the properties which will be achieved by monitoring physical operations, risk management, recruiting, training and performance of staff, development of property budgets, leasing and ensuring that an elevated level of customer service is maintained to all stakeholders.

Critical Aspects:

- Supervisory and mentoring skills

Responsibilities:

- Ensure assigned properties are well maintained and managed in accordance with approved budgets and in accordance with applicable laws and regulations
- Prepare, implement and oversee annual managed portfolio operating budgets
- Identify, implement and oversee the lease administration and renewal process
- Assist with rent collection and diligently oversee the collection of resident arrears
- Handle general resident and condo board concerns and inquiries
- Ensure compliance with the Residential Tenancies Act in all procedures
- Participate on condo board meetings as the developer's representative
- Conduct scheduled inspections of all properties in portfolio including vacant suites
- Determine appropriate marketing strategies to ensure full building vacancies
- Enforce building rules and regulations

Measurements:

- Achieve full occupancy status
- Maintain positive tenant relationships
- Ensure building is operating without deficiencies or concerns

Working Relationships:

Internal:

- Property Management team, Operations, Accounting

External:

- Tenants, Contractors, Vendors, Service Providers, Custodial Staff, Security Staff

Qualifications:

Required:

- Minimum 5 years relevant experience managing residential and mixed-use buildings
- Minimum 3 years related condo board experience
- Related post-secondary education and/or CPM®, ARM®, or RPA
- Vehicle and valid driver's license is required
- Flexibility to be on call and work irregular hours if necessary and at short notice.
- Criminal record check required upon commencement

Asset:

- Licensed Real Estate Agent in the province of Alberta

Capabilities:

- Proven customer service/resident relation skills
- High degree of professionalism and dedication
- Capacity to juggle many projects over a selection of properties

To apply for this opportunity, please email your resume to magriffin@procura.ca

Only those candidates who meet the qualifications will be contacted with further details.