

We are seeking candidates for the role of **Property Manager** for properties located in downtown Toronto. The **Property Manager** will act as the primary point of contact with the members of the Board of Directors with the objective of monitoring and reporting on the financial and operational health of the Corporation in a timely, concise and professional manner, as well as overseeing and managing the day-to-day operations of the building, in compliance with the Condominium Act.

On a day-to-day basis, the key responsibilities of the **Property Manager** include but are not limited to:

- Attend all meetings of the Board of Directors and prepare and submit material for meetings including management and financial reports.
- Provide the Board of Directors with recommendations on the requirements and expectations pursuant to the Condominium Act including the establishing of sub-committees and the planning and conducting of Annual General Meetings.
- Work closely with the Accounting Team to review financial statements and reports proactively to ensure that information provided to the Board of Directors is accurate, complete and meets expectations.
- Both directly and through close collaboration with the Accounting Team, monitor the budget and oversee the collection of common element fees.
- On an annual basis prepare the budget and ensure the Reserve Fund study is updated and reviewed with the Board of Directors.
- Oversee and manage the performance of contract site staff, including superintendent, concierge and security ensuring that day-to-day responsibilities are relevant and that work is conducted in accordance with the Company's standards.
- Oversee and manage the performance of on-site administration staff, if present and play an active role in providing guidance and mentoring.
- Actively promote a customer-centric approach so that owners and residents are comfortable to approach the Property Management Team and respond to enquiries and address issues through to final resolution, including, if necessary, escalating to Senior Management, within the context of the Corporation's Declaration, By-Laws, Rules, Regulations and Policies.
- Build a professional and collegial relationship with service providers, including contractors and trades and set and monitor the performance standards for this group in accordance with the Company's expectations and that of the Board of Directors.
- Create and maintain operational schedules, logs, inspection reports and protocols to ensure that maintenance and servicing of the building's systems are timely, thorough and in accordance with industry standards and best practices.
- Closely monitor Life and Safety plans and ensure testing of systems is conducted on the required, regular frequency.

To succeed, candidates must possess the following combination of education, experience and skills:

- 5+ years of work experience in the residential property management field
- 7+ years of progressive work experience with a demonstrated track record of success
- A valid General License issued by the CMRAO is mandatory
- An RCM designation would be highly desirable

- Excellent verbal and written communications skills
- Demonstrated ability to work effectively in a deadline-driven environment
- Superior interpersonal and customer service skills
- Strong working knowledge of Microsoft Office (Word, Excel and Outlook)
- Experience with financial/ERP systems is preferred

We offer a competitive compensation package and the opportunity to work with an industry leader! To apply, please **forward your resume to careers@menres.com and in the subject line please include the position REQ# 2022-417 – Property Manager.**