



The Tricar Group is an award winning developer leading the way in Southwestern Ontario as the premiere high-rise builder. We are passionate about our company, our work and our commitment to delivering outstanding condominium homes and rental apartments while delivering the best in customer service.

We are currently looking for a
Property Manager
to join our growing team!

This position reports to the Director of Asset Management and has a direct working relationship with property maintenance and accounting team members as well as direct reporting of building managers. This position will be responsible for the management of our rental portfolio throughout Southwestern Ontario.

We are looking for a candidate who is extremely professional and has practical experience with the following key responsibilities and accountabilities:

Primary Responsibilities and Accountabilities:

- Assist in development of vision and business strategy and lead implementation of business strategy for assigned portfolio;
- Develop, review and monitor annual budgets; review rental income reports, vacancy reports and address any issues;
- Foster an environment of innovation and creativity to continually provide a product and service well differentiated from our competition;
- Manage the day to day requirements for assigned rental buildings including;
 - Attend buildings regularly to support building managers, address tenant concerns and identify and communicate building conditions/anticipated issues that require attention;
 - Identify all safety requirements of each property; define hazards/impediments to a healthy and safe work/home environment; establish policies and procedures to address and control such hazards; implement health and safety initiatives; train all required individuals as necessary;
 - Review/cost code/approve all invoices pertaining to assigned rental portfolio;
 - Obtain/approve building maintenance contracts; subcontractor price negotiations; warranty work, etc. with Maintenance Manager;
 - Assist with the identification of value-add opportunities through revenue increasing initiatives, expense efficiencies and strategic capital expenditures;



- Review residential units at turnover and prepare a scope of work; monitor completion and follow-up to ensure any/all deficient items are addressed;
- Identify, establish, tender and execute capital expenditure projects; provide regular status reports and ensure costs are controlled;
- Develop and continually improve internal systems and processes for employees, co-workers, supervisors, others to address customer service issues if/as required;
- Maintain positive and proactive relationship with internal/external customers;
- Manage marketing and advertising programs/strategies as necessary including the lease up of new construction projects;
- Actively participate in the recruitment process; execute new hire orientation and training requirements; provide leadership, training and direction to all building personnel and act as a resource to resolve issues;
- Promote and participate in community initiatives;
- Other duties within the scope and purpose of the job, as requested by management;

Qualifications:

- 5-10 years of residential property management experience; experience with condominium and/or commercial property management would be an asset;
- Strong leadership skills, staff supervisory experience;
- Knowledge of legislation pertaining to residential tenancies, condominium act, procurement processes, contract negotiations and analysis, building operating systems & maintenance;
- Outstanding written & verbal communication skills;
- Knowledge of Occupational Health & Safety, TSSA, Fire & Building codes;
- Accounting competency including budgeting, account analysis, & overall financial management;
- Strong follow-up skills with the ability to effectively resolve difficult issues in a timely manner;
- Excellent computer skills including MS Office: Excel, Word and PowerPoint;
- Valid driver's license

The Tricar Group is a three time Tarion award winner for customer service; an award we are most proud of and that clearly defines the level of commitment and dedication we look for in our team members. You will work in a positive team environment and have the opportunity to forge a very rewarding and long term career.

If this sounds like the right role for you, please submit your resume and cover letter to: lpepe@tricar.com.

We thank all applicants in advance for their interest. Those who meet the above requirements will be contacted for an interview.