



UWCRC 2.0 Inc. has an opportunity for a full-time experienced Residential Property Manager to join our growing team of professionals. UWCRC 2.0 is a non-profit corporation that is proud to be contributing to Winnipeg's downtown renewal. Our property management work focuses on recognizing and responding to housing and affordable housing needs, challenges and opportunities that create a thriving and sustainable urban community. The successful applicant will have the opportunity to join a growing and respected company that believes in the core values of customer service, ethics, and education in an environment committed to the implementation of our four pillars of sustainability – environmental, social, economic, and cultural.

The Residential Property Manager will report to the Senior Residential Property Manager and will work cooperatively with other members of the property management team to serve our residential and commercial tenants in our expanding mixed-income residential housing portfolio ranging from studio to three bedroom apartments.

The Residential Property Manager will be responsible for the successful lease-up and opening (April 2020 through June 2021) of our expanding property management portfolio as well as provide ongoing day-to-day management of our mixed-income, mixed-use residential housing and commercial tenant properties. The incumbent is to ensure maximum occupancy and prompt collection of rents in addition to compliance with operating agreements, leasing policies, procedures and general guidelines.

Qualifications:

The successful candidate will have obtained, at minimum, a University undergraduate degree and have a **minimum** of 3-5 years' experience managing residential properties.

The incumbent will also satisfy the following additional skills/qualifications:

- Have experience in reading and comprehending the Manitoba Residential Tenancies Act
- Support and manage all aspects of the leasing process
- Attend Residential Tenancies Board and Residential Tenancies Commission hearings and/or appeals, including preparation of files, for all claims
- Superior organizational and ability to conform to shifting priorities, demands and timelines
- Ability to prepare, organize and maintain both electronic and hard copy filing systems
- Proficient computer skills using Microsoft Office including Word, Excel, and Outlook
- Manage all accounts receivables and accounts payable associated with the properties
- Ability to read, write and speak proficiently in the English language
- Professional demeanor with strong communication skills
- A demonstrated high degree of integrity, discretion and confidentiality
- Ability to accurately listen, understand and respond to issues appropriately
- Demonstrated excellent problem solving, organization and time management skills
- Must have the ability to work extended hours as necessary to complete job duties

Desirable:

- ARM or CPM designation
- Knowledge of or experience working in the non-profit housing sector
- Previous understanding of and experience in general building maintenance and operations
- Proficiency in an additional language(s)
- Experience with Yardi Property Management Software



The successful candidate will provide a current Criminal Record Check and a Child and Adult Abuse Registry Check.

Duties and Responsibilities:

The following listing is not exhaustive but does highlight some of the positions main responsibilities:

- Marketing vacancies and showing suites to prospective tenants
- Reviewing and approving leasing applications
- Complete weekly reports for management team related to Lease Up activities such as unit acceptance
- Income testing and rent calculations for both new and renewing tenants
- Managing unit turnovers and all leasing functions
- Manage tenant complaints, including all verbal and written correspondence
- Enforcing the terms of the lease agreements, such as rent collection, rules and regulations, and following procedures of serving notices to tenants
- Supervise all property maintenance and repairs
- Maintain an excellent understanding of the financial position of the properties
- Regularly inspecting properties, liaison with tenants and landlord on operational issues

In exchange for your knowledge, experience, and commitment to our team, we offer a competitive group benefits package.

UWCRC 2.0 is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, Indigenous persons, persons living with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian immigration requirements, first preference must be given to Canadian citizens and permanent residents of Canada.

If you are interested in this opportunity, please submit your resume along with a cover letter clearly indicating how you meet the qualifications and include salary expectations by 4:00 p.m Friday February 7, 2020 to c.wels@uwinnipeg.ca referencing UWCRC 2.0 Property Manager in the subject line.

We thank all applicants for their submission. However, only applicants meeting the required outlined qualifications will be contacted.