

Winnipeg Housing Rehabilitation Corporation

Property Manager

Closing Date: December 4, 2020

Salary: \$23.38 hourly (Collective Agreement); comprehensive group benefits package

Hours: 35 hours per week; no on call responsibilities

Reports to: Director of Housing Services

The Property Manager is responsible for the management and leasing of an assigned affordable, residential housing portfolio. The incumbent is to ensure maximum occupancy and prompt collection of rents in addition to each project's compliance with operating agreements, leasing policies and general guidelines.

Qualifications:

The successful candidate will be a high school graduate with some post-secondary education (college, university, vocational, ARM etc.) and have 2 – 5 years' experience managing residential properties.

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

- Be familiar with the Residential Tenancies Act and landlord/ tenant responsibilities thereunder
- Be familiar with the RTB, including attending and presenting at hearings, mediations etc.
- Possess computer skills including at minimum a proficiency with MS Word, Excel, and Outlook
- Be able to conform to shifting priorities, demands and timelines
- Have experience working with and coordinating trades and maintenance personnel
- Strong organizational, time management, verbal and written communication skills
- Demonstrated analytical and problem-solving capabilities

Desirable:

- Knowledge of or experience working in the not-for-profit subsidized housing sector
- Experience with Spectra Property Management Software

The successful candidate will have a reliable vehicle, a valid driver's license and be physically able to attend the properties within their respective portfolio to perform inspections and oversee work under progress.

Duties & Responsibilities:

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

- Reviewing and approving leasing applications
- Income testing and rent calculations for both new and renewing tenants
- Managing unit turnovers and all leasing functions
- Supervising and coordinating property caretakers and trades
- Tenant receivables and collections
- Taking and coordinating minor maintenance requests
- Evictions

Applicants are asked to send their cover letter and resume to info@whrc.ca referencing **Property Manager** in the subject line. Your cover letter & resume must clearly indicate how you meet the qualifications.

We thank all who apply however, only those selected for further consideration will be contacted.