

If you have chosen the residential property management field as a career, then this is the next step in expanding your experience and growth! We are looking for individuals with a foundation in the residential property management industry, to step into the role of **Assistant Property Manager** at one of our premier condominium buildings located in **Downtown Toronto**. In this role you will be a key part of the, on-site management team, overseeing the operations of the building.

Reporting to the Property Manager, the **Assistant Property Manager's** key responsibilities will include:

- Receiving incoming requests for service – via phone, email or in-person – from residents and responding by providing information, problem solving, or escalating the matter as appropriate;
- Drafting All-Resident communication materials, for review by the Property Manager and ensuring that All-Resident communication materials, e.g. Welcome/Move-in and Emergency procedures packages are maintained accurately and up-to-date;
- Processing all incident report for management;
- Providing direct support to management and filling in where needed;
- Acting as the primary backup to the Property Manager(s) when required;
- Maintaining a contract service vendor log containing contract amounts and commencement and expiration of services being performed;
- Coordinating and preparing monthly and quarterly reports and assisting with the preparation of the annual budget;
- Monitoring the collection of common element fees and undertaking collection efforts, providing weekly reports on the status of accounts receivable to the Property Manager;
- Responding to Residents and Accounting staff regarding accounts receivables;
- Preparing Letters and corresponding with residents to assure minimal arrears and responding to resident queries;
- Assisting in the tendering process for supplies and services and coordinating specifications and tendering of contracts;
- Responding to contractors' queries and correspondence;
- Maintaining & updating Building Emergency Plan;
- Maintaining resident contact lists, vendor and fire lists;
- Maintaining insurance binders for residents and vendors (+WSIB) to ensure that all requirements are being met;
- Assisting with event planning activities and advising the Property Manager or Regional Manager of upcoming events;
- Receive and distribute mail;
- Processing invoices by matching to purchase orders and (assigning appropriate costing coding);

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

- 5+ years of experience in the residential property management field;
- Completion of at least 3 of courses leading to applying for a General License;
- Excellent verbal and written communications skills;
- Superior interpersonal and customer service skills;
- Experience with Residential Rentals is a definite asset;
- Hands-on experience using JDE EnterpriseOne is highly desirable;
- Strong working knowledge of Microsoft products (MS Word and Excel); and
- Demonstrated ability to work effectively in a deadline-driven environment.

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](mailto:careers@menres.com) and in the subject line please include the position REQ# 3007 –Assistant Property Manager.**