

If you are looking to grow your career in the residential property management field, managing premier condominium buildings in the GTA, then our **Senior Property Manager** position may be what you're seeking. With openings located in Toronto, the Senior Property Manager will have primary responsibility for the on-site management of operations of the assigned building(s).

The primary purpose of the **Senior Property Manager** role is to oversee and manage the day-to-day operations of a portfolio of buildings as and when assigned, in compliance with the Condominium Act. Responsibilities include leadership and supervision of staff, maintaining a high level of aesthetic standards, tracking all operational maintenance, contracting vendors, and upholding Board and Resident relations.

RESPONSIBILITIES: Key responsibilities of the role include:

- Enforce the Declaration, By-Laws, Rules and Regulations and policies of the Corporation.
- Maintain the emergency plans and systems to ensure a safe environment.
- Establish and set preventative maintenance specifications for all major contracts and services, oversee the tendering process, enforce maintenance standards, and conduct contractor performance reviews.
- Develop recommendations consistent with goals of the Board of Directors in collaboration with the management staff, and with input from Senior Management.
- Motivate and develop site staff, managing performance to expectations.
- Responsible for the monthly Board of Directors package consisting of meeting agenda, previous meeting minutes, management reports and supplementary information.
- Direct and supervise any and all persons engaged to work at the property.
- Inspect and follow-up on repairs resulting from any insurable loss with all parties.
- Prepare and review the Corporation's annual budget in consultation with the Board and identify reserve expenditures in accordance with the reserve fund study.
- Oversee the collection of common element fees.
- Responsible for weekly site inspections.
- Review the financial statements, balance sheet and general ledger for the Condominium(s) prior to distribution to the Board.
- Hold regular and periodic meetings with the staff to review policies and procedures and identify areas for improvement.
- Assist the Board in establishing committees (when required) and attend Annual General Meetings, Special Meetings, and Monthly Board Meetings.
- Notify the appropriate personnel of complaints originating from the Board or residents with respect to any aspect of the maintenance of the Condominium or any other issue.
- Provide support to other sites within the portfolio for planned or unexpected absences; to include site coverage and/or oversee day to day operations and administer specific projects.
- Special projects as assigned by Senior Manager of Training & Administration including but not limited to upcoming CMRAO training requirements and associated training initiatives, implementation of new processes specific to information certificates, training guides for new or junior staff.
- Continued employee development efforts and client building emphasis with the intent to increase the portfolio.

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

- 7+ years of experience in the residential property management field.
- CMRAO General License in good standing.
- RCM designation preferred.
- Proven ability to manage condominiums and staff successfully.
- Able to manage multiple deadlines in a fast-paced environment.
- Excellent verbal and written communications skills.
- Superior interpersonal and customer service skills.
- Ability to conduct business professionally and with integrity.

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# 4010 – Senior Property Manager**.