

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.

- Strong working knowledge of Microsoft products (MS Word and Excel).
- 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 and in the subject line please include the position REQ# 3085 –Senior Property Manager.