



<https://elitepminc.com/job/property-manager/>

## Property Manager

### Description

Elite Property Management Inc. is seeking an experienced, dynamic, and organized Property Manager to join our growing team. The ideal candidate will have a passion for providing exceptional service and maintaining the highest standards in property management. As a Property Manager at Elite, you will be responsible for overseeing the day-to-day operations of a portfolio of residential and/or commercial properties, ensuring that each property is managed effectively and in line with our values of professionalism, accountability, integrity, and quality.

### Responsibilities

- **Property Management:** Manage all aspects of the day-to-day operations of residential and/or commercial properties within your portfolio.
- **Financial Management:** Prepare and manage annual budgets, oversee billing and collections of condo fees, and ensure timely delivery of financial reports. Work closely with the accounting team to monitor finances and coordinate reserve fund management.
- **Resident and Client Relations:** Serve as the primary point of contact for residents, board members, and property owners. Address and resolve any concerns promptly and professionally, ensuring high levels of customer satisfaction.
- **Maintenance and Vendor Coordination:** Coordinate routine maintenance, emergency repairs, and major renovation projects. Work with vetted contractors to ensure high-quality, timely work is completed within budget.
- **Legal Compliance:** Ensure all properties comply with the Condominium Act and other relevant legislation. Assist in the preparation and delivery of Status Certificates and ensure all documentation is up-to-date.
- **Board Support:** Attend board and committee meetings, prepare meeting materials, and provide strategic guidance to the Board of Directors regarding financial, maintenance, and operational matters.
- **Reporting:** Prepare and deliver monthly reports, meeting minutes, and recommendations to property owners and boards. Keep stakeholders informed about ongoing projects, financial performance, and resident feedback.
- **Emergency Response:** Provide 24/7 support for any emergency situations, ensuring swift resolution to minimize disruption and costs.

### Qualifications

- **Education:** Post-secondary education in Property Management, Business Administration, or a related field is preferred.
- **Experience:** Minimum of 3-5 years of experience in property management, with a strong understanding of condominium and/or commercial property management.
- **Licensing:** Registered Condominium Manager (RCM) or similar certification is strongly preferred.
- **Skills:**

### Hiring organization

Elite Property Management Inc.

### Employment Type

Full-time

### Beginning of employment

October 30, 2024

### Duration of employment

Continuous

### Industry

Property Management

### Job Location

21 Iceboat Terr, M5V 4A9, Toronto, Ontario, Canada

### Working Hours

Monday to Friday  
9:00am to 5:00pm

### Base Salary

\$ 60,000 - \$ 70,000

### Date posted

October 3, 2024

### Valid through

31.10.2024

- Strong knowledge of the Condominium Act and relevant property management regulations.
- Excellent communication and customer service skills.
- Proficiency in property management software (Yardi, Propertyware, or similar).
- Strong financial acumen and budgeting experience.
- Ability to multitask, prioritize, and manage time effectively in a fast-paced environment.
- Ability to work independently and as part of a team.
- **Availability:** Must be available for after-hours emergency support on a rotational basis.

### **Job Benefits**

- Competitive salary based on experience
- Comprehensive benefits package (health, dental, vision)
- Opportunities for professional growth and career advancement
- Ongoing training and development programs
- Supportive and collaborative work environment
- Work-life balance and flexible work arrangements