



August 4, 2020

Property Manager Assistant – Mississauga

We have an immediate opening for a Property Manager Assistant in Mississauga. This is a great opportunity to hone your skills in a multi-residential portfolio, under the direction of the Property Manager, with advancement opportunities for keen individuals. We offer a competitive salary, group benefits. As well, we offer a great team environment in which to work.

Duties include but are not limited to:

- Support the Property Manager in overseeing a portfolio of residential apartment buildings in Mississauga; completing various projects as assigned and directed; ·
- Regular travel to buildings
- Perform detailed building inspections on a quarterly basis and provide written reports to the Property Manager.
- Direct building staff/contractors on minor maintenance/repair issues highlighted in reports
- Conduct detailed in-suite turnover inspections and provide written reports to the Property Manager, outlining strategic recommendations for scope-of-work
- Participate in the preparation of yearly maintenance and capital building budgets for review and manage spending according to available budget
- Assist in preparation of renovation proposals; attend construction site meetings
- Invite contractor quotes for building repairs/maintenance and renovations and meet with contractors when necessary

- Advise and support site staff in the implementation of company policies and procedures; participate in training of new staff; problem solve with site staff;
- Investigate and resolve complaints from residents
- Continually update working knowledge of the Housing Service Act, Residential Tenancy Act, the Human Rights Code, Privacy legislation, Workplace Safety, Fire Safety and other governing legislation. Attend training sessions and seminars from time-to-time as required
- Be available for emergency calls, when required, and responsive to other initiatives and projects that may be required in the portfolio from time-to-time.

#### Requirements:

To be successful in this position you must have a high degree of professionalism, including excellent active listening skills, ability to articulate a message both verbally and in writing in a professional, straightforward manner, and be able to take direction and work well in a team environment. ·

- A reliable vehicle and a valid driver's license is required for regular travel to the building sites. ·
- Ideally you have a certificate from an accredited property management program (or are working towards this goal) and at least two years of experience in the multi-residential property management industry.
- A strong working knowledge of the Housing Service Act, Residential Tenancy Act, as well as the Human Rights Code, Privacy legislation, workplace safety and other governing legislation. ·
- Good Microsoft Office skills
- Tact and diplomacy is required to investigate and resolve complaints from residents.
- Ability to speak Indonesian is an advantage.

If you have the skills and abilities required for this position, we want to hear from you. While we thank all applicants for their interest, only those candidates selected for further consideration will be contacted.

Send your resume by email to : [info@wismamegindah.com](mailto:info@wismamegindah.com)

Reference ID: Property Manager Assistant-Mississauga

Application deadline: August 21, 2020

Job Types:

- Full-time, Permanent
- Monday to Friday

Benefits:

- Extended Health Care

Experience:

- Property Management: 2 years (Required)

Location:

- Mississauga, ON (Preferred)