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Senior Property Manager

Property Management - Markham

Overview

Our Client is a Developer who manages their portfolio in the GTA. We are conducting a search for a Property Manager with retail and office experience to join this team.

What You Will Do

- Cost Management of operating budget
- Property Maintenance & Administrative Management
- Provide supervision, give direction, delegate to administrative and maintenance staff
- Purchase order processing and contractor management
- Client Management and reporting
- Rent Collection, Arrears Management
- Lease Administration and Tenant Liaison – commercial, agricultural and residential
- Preparation of Legal Documents for LTB hearings, Eviction, etc.
- Conducting in suite, vacant unit, building and grounds inspections

Who you are

- 5+ years' experience in commercial property management retail and office
- Knowledge of legislations, including the RTA (Resident Tenancy Act), Commercial Tenancies Act
- and codes and regulations, including Fire Code, Building Code, Occupational Health & Safety Act
- Knowledge and understanding of building systems (HVAC, Fire Protection, Mechanical, Electrical)
- Strong customer service orientation and delivery; Demonstrates a high degree of integrity
- Skilled in organizing and supervising multiple and simultaneous service requests
- Ability to respond and express ideas clearly in written and oral communication
- Strong computer skills – MS Word, Excel, Outlook
- Sound analytical and problem solving skills. Ability to identify risk, thereby mitigating liability
- Reliable vehicle required

Why Join?

The Organization. An established brand and deep pockets.
The Role. An opportunity to assess and build out the team.
The People. A small firm with ability to work with the owners.

Your Next Steps

Email your resume to us at asingh@radarhh.com and quote **Project # 105479** in the subject line.
Check out radar's current opportunities at www.radarhh.com/opportunities. radar promotes the highest standards of integrity and principles of quality, diversity, equity, and ethical practice. We thank all those who submit their résumés. Only those selected for further consideration will be contacted.

radar operates as a division of **FirstHCM**, which provides national support to clients through three service offerings; leadership acquisition (distinct brands at the executive, management, emerging management / support levels), leadership development and career transition. Please contact Keith Turner at kturner@firsthcm.com or call him directly at 416.922.4630 x254 for more information.