



Victoria Park Community Homes is a private non-profit housing corporation with a dedicated team of Board volunteers and staff committed to strengthening individuals, families, neighbourhoods and communities by providing stable quality affordable homes. We value a workplace environment in which employees take responsibility for their actions and performance; contribute to team efforts by offering help whenever it is needed; demonstrate integrity, respect and courtesy; and are committed to providing the highest quality of service.

## **We have an opening for a full-time, permanent PROPERTY MANAGER**

### **POSITION OBJECTIVES**

The Property Manager fulfills property management duties for assigned building(s), leads and supervises on-site staff, interfaces with client Boards of Directors, and reports to Management on key performance indicators.

### **CORE COMPETENCIES**

The incumbent will possess the following core competencies: Leadership; Effective Communication; Managing Time and Deadlines; Fostering Teamwork; Analytical Thinking; Common Sense and Good Judgement; Empowering Others and Delegation

### **COMPENSATION**

**Starting Salary:** \$64,115 per year

**Benefits:** Group insurance plan (extended Health, Dental, Life, Long-Term Disability, Travel, Accidental Death and Dismemberment; Employee Assistance Plan); pension plan; Paid Time Off; 3 weeks' vacation to start; professional training and development opportunities.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Effectively direct all operations related to the assigned portfolio to meet approved performance objectives, apply Client Service Standards and comply with management contracts
- Develop and adhere to approved operating and capital budgets; Manage expenditures and present creative and cost-effective solutions to improve client financial position
- Implement corporate and client policies regarding the collection of rent and rental arrears
- Direct legal counsel/paralegal services on behalf of the client
- Respond to all complaints and inquiries from residents, Board of Directors/Board Committees, elected representatives, maintenance attendants, and the general public in accordance with corporate policies and key performance indicators
- Implement and discharge comprehensive preventative maintenance program and recommend major capital improvements
- Complete or supervise completion of inspections including annual, incoming, and outgoing inspections
- Prepare and issue work/purchase orders and verify invoices for payment

- Ensure properties are maintained in accordance with the Ontario Fire Code, Building Code, and other applicable health and safety regulations
- Prepare reports for the Resident and Property Services Manager, Board of Directors, and Service Manager related to project operations, as required
- Perform other duties as assigned from time to time that are consistent with the job summary.

## **EDUCATION AND EXPERIENCE**

- Community College diploma in the area of social science or a recognized Property Management Designation (CPM, AIHM, CIH) combined with a minimum of two (2) years' experience in social housing administration or property management;

### **OR**

An appropriate combination of education and a minimum of three (3) years' experience in the property management field.

- Knowledge of government housing programs and the ability to understand and interpret all related legislation, i.e. Housing Services Act, Residential Tenancies Act, Building Code, Fire Code, and Occupational Health and Safety Act
- Excellent verbal and written communication skills, customer service skills, time management skills, and supervisory and managerial skills to direct the staff
- Experience with preparing and monitoring operating budgets
- Experience with conflict management and dispute mediation
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Knowledge of Yardi Voyager Property Management Software or ability to learn and adapt to new software is considered an asset
- Ability to work independently with minimal supervision and to prioritize tasks based on urgency
- Ability to maintain confidentiality, exercise good judgment, and discretion in dealing with confidential information and responding to inquiries.

## **SPECIAL REQUIREMENTS**

- Must possess a valid Class G Driver's License and have daily access to a reliable vehicle.
- Be bondable and be prepared to execute a *Bondability Affidavit*.
- Successful candidate will be subject to a satisfactory Police Check at their expense.
- This position is open only to those legally entitled to work for any employer in Canada.

## **WORK ENVIRONMENT**

- Regular travel between sites, to Victoria Park head office, and attendance of client meetings outside of typical office hours required.
- Considerable time may be spent in front of a computer monitor
- Regular hours of employment are 8:30 a.m. to 4:30 p.m., Monday to Friday plus regular attendance at evening Board of Directors' meetings for each client.

- Must be available to work additional hours from time to time. This includes attending to emergencies and meetings outside of regular business hours.
- Required to participate in on-call rotation schedule

**Interested and qualified applicants can submit their resume with cover letter by**

**Thursday, September 30, 2021 at 4:00 p.m.**

**ATTN: Human Resources**

**By email to: [Recruiter@vpch.com](mailto:Recruiter@vpch.com) identifying in the subject line “PM APPLICATION”**

*Victoria Park Community Homes will accommodate people with disabilities throughout the recruitment and selection process. Applicants are requested to make their needs known in advance if accommodation is required.*

*We appreciate the interest of all applicants in employment opportunities with Victoria Park Community Homes. Only those selected for an interview will be contacted.*

*No phone calls or placement agencies, thank you.*