



POSITION: Regional Director

STATUS: Permanent
Full-time

PLACE: To be determined

JOB DESCRIPTION

The regional director has the responsibility of overseeing the sound management of commercial or residential properties as well as supervising the residential directors and the managers of the properties. The regional director controls the expenses and negotiates the cost with different suppliers, elaborates the budgets and assures that such budgets are respected in each property. Furthermore, the regional director verifies the tenants' accounts and assures their payment. The regional director visits the properties supervised weekly assuring the proper maintenance of the surroundings, verifying any repair or construction, inspecting any apartments to be renovated and approving such. The regional director prepares the monthly reports for the owners and represents COGIR at any special functions or meetings with the tenants. The regional director supervises and approves the hiring of any new employees in certain properties and is responsible for the entire operation of the properties under his/her supervision.

QUALIFICATIONS REQUIRED

- ✓ DEC or University diploma in management
- ✓ 3 to 5 years experience in property management
- ✓ Good knowledge of accounting and financial analysis
- ✓ Expertise in the laws concerning rental property
- ✓ Expertise in "Normes du Travail"
- ✓ Expertise in the French and English languages, written and oral
- ✓ Dynamic
- ✓ Organized
- ✓ Good communication skills
- ✓ Available
- ✓ Resistant to stress
- ✓ Experience in management of syndicated employees, an asset

This job description is not to be considered complete, as each individual may be expected to accomplish different tasks associated with the objectives envisioned by the company.

We advocated equal opportunity in matters of employment.
Only applicants selected shall be contacted.