



**POSITION:** Property Manager

**STATUS:** Permanent  
Full-time

**PLACE:** To be determined

## **JOB DESCRIPTION**

The property manager is responsible for the supervision of the personnel and the management of a rental property. The manager assures that the members of the personnel complete their tasks correctly and efficiently and assigns the work schedule.

The manager is responsible for the renewal of the residential leases according to the rules and regulations of the "Régie du Logement" and the company. The manager visits and rents the apartments, prepares the leases and is responsible for the collection of rental payments, as well as making the bank deposits, entering the information into the computer system and keeping the list of rentals up to date on a daily basis. The manager prepares the schedules concerning movings in/out as well as managing the maintenance and renovation of the property. The manager assures the highest quality of customer service at all times.

## **QUALIFICATIONS REQUIRED**

- ✓ 3 to 5 years experience in property management
- ✓ General knowledge of accounting and administration
- ✓ General knowledge of the laws pertaining to rental properties
- ✓ Client oriented
- ✓ Good judgement
- ✓ Tolerant to stress
- ✓ Experience in managing personnel, an asset
- ✓ Expertise in the French and English languages, written and oral, 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.