**Property Manager**

**Full time - GTA**

*‘Where community and value count’*

**ComField Management Services is an ACMO 2000 accredited company that is seeking a Property Manager to support various Residential Properties.** The Property Manager will have experience administering overall property operations, including building operations and capital projects, in accordance with Board direction, legislative requirements and ComField policies and procedures.

**Responsibilities:**

* Coordination of all aspects of property management, including the development of effective relationships with owners/ tenants;
* Organize the operations of each property to produce results, meet budget targets and expected service levels;
* Preparing and maintaining operation and capital budgets;
* Overseeing general property maintenance and service contracts; recommendations of capital improvements;
* Maintain a professional relationship with the board of directors and provide guidance when required;
* Advise of significant operational problems and deviations from the management plan by presenting findings and suggesting a course of action to rectify the problem.
* Experience dealing with all trades and contractors
* Develop scope-of-work for service contracts, negotiate pricing, and prepare necessary paperwork.
* Coordinate capital projects.

**Qualifications:**

* Minimum three years’ experience as condominium Property Manager
* Strong leadership, communication, interpersonal and problem solving skills
* Good working knowledge of the Condominium Act and all associated regulations. Understanding and working knowledge of condominium documentation.
* Experience in budget preparation and presentation.
* Ability to prioritize and meet goals in a fast-paced environment;
* Strong customer service skills with a proactive approach;
* Excellent communication skills – verbal and written;
* Experience in working with owners/ tenants including the follow- up and collection of arrears
* Proficient computer skills;
* Able to maintain confidentiality with a professional business manner ;
* Valid driver's licence; Own vehicle;
* Must be able to work a flexible schedule including evening work and weekends as necessary.

**We thank all interested candidates. However only applicants selected for an interview will be contacted.**

ComField Management Services Inc. is an equal opportunity employer. ComField Management Services Inc. encourages applications from all qualified candidates and accommodates persons with disabilities. Candidates that are selected for interviews should advise us if they require accommodation.