



MANITOBA METIS FEDERATION INC.

The Manitoba Metis Federation (MMF) is the self-government representative that promotes the political, social, cultural, and economic interests and rights of the Metis Nation's Manitoba Metis Community. In addition, the MMF delivers programs and services to our community including: child and family services; justice; housing; youth; education; human resources; economic development and natural resources.



The Louis Riel Capital Corporation (LRCC) seeks to fill one **Property Manager Position**.

Property Manager – Winnipeg, MB.

Under the direction of the CEO of LRCC, the Property Manager is responsible for the overall management of assigned residential, industrial and commercial properties to satisfy the requirements of ownership and tenants.

The Property Manager will preserve and increase the value and integrity of the properties and to meet the financial objectives of ownership and management. Candidate will be people and service oriented with a successful history of working in a fast paced and changing environment.

- Management experience is essential.
- Excellent problem solver, proactive and responsive with a high sense of urgency.
- Detail oriented with the ability to manage multiple projects, prioritize, delegate and assume responsibility for actions and decisions made. Stress tolerance due to fluctuations in workload. Overtime sometimes required.
- Leadership skills demonstrated through a strong work ethic, commitment and focus to self and stake holders.

Skills and Qualifications:

- Related post-secondary degree, certificate or diploma in Property Management or Administration. Consideration will be given to an equivalent combination of education and experience.
- Minimum of 2 years in property management and/or contract management experience.
- Property management software experience with preference to experience with Yardi@; Adaptable to learn.
- Demonstrated ability to establish and maintain good working relationships with a diverse array of partners, clients, co-workers.
- Experience working with an Aboriginal community.
- Valid Driver's License and able to travel

Key Responsibilities:

Property Management

- Negotiate and manage Tenant Lease Agreements / Renewals.
- Negotiate and manage tenant expectations.
- Produce required Property Management reports
- Budget preparation and follow up.
- Arrange for maintenance of building systems.
- Negotiate vendor maintenance contracts.
- Involvement in advertising and filling vacancies.
- Process applications and follow up with applicants.
- Knowledge of market conditions.

Tenant Relations

- Investigate and resolve tenant complaints and concerns in a timely and efficient manner.
- Enforce occupancy policies and procedures.

Financial

- Keep accurate and up to date financial records.
- Prepare annual budgets.
- Thorough working knowledge of our Property Management program:
- A/R; A/P; monitor and reconciliation of bank records.
- Ensure timely payments and collections; schedule expenditures.
- Responsible to identify variances and take initiative to propose improvements / changes.
- Produce accurate and timing reporting to senior management / board of directors.
- CAM reconciliations on a timely and accurate basis.
- Prepare and distribute monthly statements.

Maintenance

- Negotiate and manage maintenance contracts for service and safety with outside vendors.
- Implement preventative maintenance programs.
- Involvement in capital improvement programs.
- Monitor and complete maintenance and repairs in a timely manner.
- Organize incoming and outgoing inspections.

Administrative

- Maintain accurate Lease / Renewal agreements. Track renewal dates or Step Lease clauses.
- Maintain statutory required records.
- Ensure compliance with relevant laws and regulations.

Education and Experience

- Proficiency with property management software.
- Successful and timely completion of educational commitments.
- Understanding of financial and accounting principles.
- Working knowledge of budgets and financial statements.
- Working knowledge of contracts and agreements.
- Working knowledge of building and grounds maintenance.
- Knowledge of relevant local, municipal, provincial or federal regulations.

Staff Management

- Involvement in hiring and training of property management staff.

Salary

- Dependent upon skills, qualifications and experience.

Preference will be given to qualified Metis applicants. Qualified applicants are encouraged to apply and self-identify on their resume. The MMF appreciates the interest of all applicants; however, only those individuals considered for an interview will be contacted.

We offer a competitive benefits package which includes but not limited to: health and dental insurance, life insurance, accidental death and dismemberment, short term and long term disability and a retirement savings plan.

Please forward covering letter and resume indicating which position you are applying for by Thursday, October 18, 2018 to the Louis Riel Capital Corporation, 340-150 Henry Ave., Winnipeg, Manitoba R3B 0J7, Email to: info@lrcc.mb.ca or fax to (204)-589-0791.