

Job Title: Property Manager

Location: Calgary

Job Type: Full Time

Schedule: Monday to Friday; Weekends as needed

Expected Start Date: Immediate

WHY KANAS

Vivenda Group property management is part of the Kanas Corporation group of businesses, focused on providing high quality housing for our residents, with a foundation of purpose-built rental housing. We are a company that does things with more thought and our “own forces” approach to ensure we deliver the highest quality product at a cost effective price point.

As part of the Kanas family, you will be joining a unified team that strives to earn the trust and respect of our customers every day, while also fostering a safe, rewarding work environment that allows our employees to flourish. We offer benefits such as extended health, dental care, disability and life insurance, on site parking and paid vacation.

We are centrally located - just outside the downtown core, minutes to the Chinook station LRT, and easy access to major highways.

We have an excellent opening for a dynamic and enthusiastic **Property Manager** with solid experience in the industry. This is an outstanding opportunity to lead a strong team, with new assets, and provide value to residents in the housing market. Join us in growing the Vivenda Group concept.

HOW YOU WILL CONTRIBUTE

Provide Professional Property Management to assist owners in achieving their objectives, being:

- a reasonable rate of return
- value based tenancy for residents
- support for and development of team members
- continual improvement towards efficiency of operations
- maintain a high standard of property maintenance and esthetic with mostly “own-forces” staff
- support team in providing top notch customer service to our residents

Prepare and execute within annual budgets for each of our properties:

- Report on monthly performance in the areas of physical property, financial performance and team development, including identifying areas for improvement and recommendations on strategies to be applied.
- Create, lead and monitor property maintenance plans, including building systems, servicing and repair of maintenance equipment, structure, and landscaping.
- Manage rent collections and reporting in collaboration with our Accounting team.
- File with the Residential Tenancy Dispute board when needed
- Lead and support leasing staff with leasing programs, tenant relations & issues.

- Lead team of maintenance, cleaning and security staff.
- Lead property and company marketing strategy.
- Manage and approve any expenses, with a view to prioritization in alignment with owners.
- Communicates to staff and residents in alignment with our corporate values of; respect, trust, value and care for assets (both physical and financial).
- Weekly and bi-weekly meetings with Stakeholders
- Help develop in house application with the assistance of the IT manager
- Order supplies
- Assist commercial tenants with any maintenance needs or issues that arise

HARD & SOFT SKILLS REQUIRED

- Minimum of 6 years' experience in multi-family Property Management
- Minimum of 3 years' experience in a leadership role, including hiring & developing support staff and performance management.
- RECA License or CPM certification are assets
- Thorough understanding and experience with the Residential Tenancies Act
- Proven ability to lead, train and coach on-site leasing, maintenance and cleaning staff in providing high-quality service
- Forward thinking, innovative, adaptable and current on rules, regulations and trends in the industry
- Savvy in applying the use of technology in order to move our business forward
- Strong computer skills
- Ability to pivot and thrive in a rapidly growing organization
- Excellent communication skills – oral, written and interpersonal
- Highly organized with excellent time management skills
- Exceptional attention to detail, while managing competing priorities and tight deadlines
- Excellent customer service skills in dealing with internal and external clients
- Be outgoing and able to foster meaningful connections with clients while acting with integrity
- Be assertive yet calm and respectful and adept at solving and resolving problems
- Able to handle confidential information
- Working knowledge of Occupational Health and Safety and Alberta Labour Legislation
- Must be bondable and insurable
- Must provide a Vulnerable Sector police clearance
- Must have a class 5 driver's license and clean driver's abstract
- Police clearance required

READY TO APPLY?

If this job sounds like it was designed for you, we would love to hear from you. Send your resume and cover letter to employment@kanas.ca. We thank all applicants for your interest; however, only candidates selected for an interview will be contacted.