



RESIDENTIAL PROPERTY MANAGER JOB DESCRIPTION

MANAGING CONDOMINIUM(S)

The benefits and advantages of condominium don't just happen spontaneously. Nor are they provided by some public trustee or curator. They involve the conscious, contracted sharing of common property and resources. In fact, every project should be regarded as a private, shared-property business directly owned and operated by the unit-holder community.

Successful condominium communities are run in an efficient business-like fashion. To assist in achieving that goal, all the unit owners are voting members of a project's administrative machinery — the condominium corporation.

The corporation is responsible for enforcing by-laws and managing the common property. The elected executive of every condominium is its board of managers. Under the various condominium Acts, the board has authority to exercise the power and duties of the corporation, subject to restrictions imposed or direction given at a general meeting.

Condominium management typically involves three categories of activity.

ADMINISTRATIVE

- Maintain records
- File documents
- Plan and organize meetings
- Prepare/deliver notices, agendas
- Regulate business, take minutes, record votes
- Prepare reports/estoppels
- Handle correspondence
- Produce newsletters
- Secure and maintain insurance
- Negotiate service contracts

PHYSICAL

- Inspect property
- Maintain common property, structure/grounds, utilities/amenities
- Repair or replace damage
- Hire and supervise staff
- Administer service contracts
- Schedule and inspect work

FINANCIAL

- Develop operating and reserve budgets
- Assess and notify owners
- Collect and bank funds
- Maintain proper records
- Disburse funds
- Prepare financial statements
- Assist auditors

The board of a condominium is responsible for developing and setting policies, and for establishing operating procedures. It is the professional manager who implements them.



MANAGING RESIDENTIAL RENTAL PROPERTIES

Job Description:

Inspirah Property Management Ltd. is a full service Rental Property Management Company serving the regions of Guelph, London, and the Grey Bruce Counties. The goal of a rental property manager in a growing company is such to be willing to give support in the day to day operations of handling tenant concerns, owner's inquiries, handling and scheduling of respected trades and providing support to the General Manager as needed. In addition key importance is to ensure suitable tenants are selected as properties become available meaning responsibilities in efficient and effective leasing of units is of great importance to all levels within the organization. A rental property manager is on call regularly to receive inquiries as they may arise and address repairs as needed prioritizing those that are deemed of emergency as such.

The role in this field encompasses many skill sets but some keys items that are taken into consideration are as follows;

Office Duties:

Maintain general email accounts
Answer phones, messages, general information
Mail, outgoing and incoming
Data Entry - QuickBooks (we will train)
Prepare Leases and Tenancy Documentation
Collect and process rent cheques
Schedule work orders and repair
Prepare bank deposits
Maintain unit owner financial records
Filing
Posting rental advertisements
General office administration
General customer service

Property Management Duties:

Select unit showings
Inspections
Promotion of Services
Liaise with trades for unit repairs
Move in / Move out inspection
Tenancy Application approvals
Assist in the Management of the General Managers Rental Portfolio

Requirements:

Skills Required:

Proficient in using the Internet, MS Outlook, Microsoft Word and Excel
Ability to learn new database software on an ongoing basis as systems change
Customer service and client relations
Office organization and time management
Organizational skills
Must be able to multi-task
Excellent Communication skills in English, other languages would be an asset

For travel requirements individual must:

Own a reliable vehicle
Possess a clean and valid driver's license