

AYRE & OXFORD INC.

Professional Real Estate Management
Accredited Management Organization®(AMO®)

Licensed Property Manager Associate

To be a Licensed Associate you will need to have:

- Good interpersonal skills
- Strong communication skills both verbal and written
- Ability to work independently
- Show initiative
- Ability to follow instruction
- Well-developed interpersonal, organizational and time management skills

General Job Duties:

- Accomplishes financial objectives by collecting rents; paying bills; forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action.
- Provide monthly financial statements and executive summary of operations to the Board or Owner(s).
- Approve expenses for payment.
- Liaise with Auditor and oversee preparations for the annual audit.
- Maintains property by investigating and resolving tenant / Owner complaints; enforcing rules of occupancy and Bylaws; inspecting vacant units and completing repairs; planning renovations; contracting with landscaping and snow removal services .
- Advise of long term maintenance needs for portfolio managed.
- Prepare a Management Plan for Properties within Portfolio managed...
- Maintains building systems by contracting for maintenance services; supervising repairs.
- Secures property by contracting with security patrol service; installing and maintaining security devices; establishing and enforcing precautionary policies and procedures; responding to emergencies.
- Enforces occupancy policies and procedures by confronting violators.
- Prepares reports by collecting, analyzing, and summarizing data and trends.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Determine staffing requirements
- Hire and train new staff
- Supervise direct reporting staff according to overall company policy
- Set employee goals and objectives
- Develop staff to maximize potential
- Monitor staff performance including performance reviews
- Delegate work duties to staff
- Allocate use of available resources
- Monitor and assist staff with work progress
- Evaluate current business processes and systems
- Plan and implement procedures and systems to maximize operating efficiency
- Establish and maintain controls
- Formulate department/unit policies and practices

AYRE & OXFORD INC.

Professional Real Estate Management

Accredited Management Organization®(AMO®)

- Evaluate staff performance, including the completion of annual performance reviews. Counsels underperforming staff and provide critical feedback to improve performance
- Utilize maintenance software program to enter in and track work orders, and regularly reviews maintenance reports
- Establish and maintain regular daily office hours, ensuring adequate coverage on weekends and holidays
- To comply with notices or orders by local authority or public authority requiring repairs of work to be done in respect of the parcel

Residential Specific

- Establishes rental rate by surveying local rental rates; calculating overhead costs, depreciation, taxes, and profit goals.
- Attracts tenants by advertising vacancies; obtaining referrals from current tenants; explaining advantages of location and services; showing units.
- Contracts with tenants by negotiating leases; collecting security deposit.
- Files court documents for eviction and attends scheduled court hearings as Landlord's representative
- Oversees security deposit administration including inspecting units to determine resident's balance or refund, preparing disposition letters, and processing security deposit returns
- Leads lease orientations and signings, and submits relevant documentation
- Ensures property's filing system is maintained and includes tenant, applicant, accounting, and vendor and contract files
- Develops and utilizes sound rent collection procedures, including following up with delinquent accounts
- Delivers rent deposits to bank and submits all related documentation
- Monitors landlord-tenant relations and mediates disputes when necessary
- Collaborates with Support Services to provide residents referrals to appropriate agencies
- Inspects apartments for move-in condition (pre-inspection) and turnover status
- Directs administrative and maintenance associates in annual unit inspections and annual recertification of residents
- Remains current on and compliant with policies and laws affecting the marketing and leasing of the property, including the Company's leasing agreement, Landlord Tenant code, Fair Housing laws, and other applicable laws

Qualifications:

- Licensed Associate with the Real Estate Council of Alberta
- Clear, valid Police Information Check
- Own transportation with proof of valid Class 5 Drivers' license.

Apply by email with Resume to roseevans@ayreoxford.com