



Position: **Property Manager**

Location: **Oshawa, ON**

Instructions: **Applications must include a current resume and cover letter, and can be sent to [rbutt@rcms.ca](mailto:rbutt@rcms.ca)**

Special Notes: **Deadline: September 29<sup>th</sup>, 2023 . Only selected applicants will be notified if they have been chosen to take part in an interview process.**

## Who We Are

Richmond Community Management Services, (RCMS) provides community, financial and property management services to co-operative, non-profit and private sector clients. We help communities run smoothly and efficiently through community-focused services built on integrity, experience and professionalism.

## Specific Accountabilities

- Responsible for employee relations and engagement
- Ability to follow and enforce company policies and procedures
- Manage contractors that have been engaged for services
- Ensures observance of safety regulations
- Purchase in accordance with budgetary guidelines with approval for exceptions made by supervisor
- Review and analyze monthly financial statements
- Review capital expenditure needs and bring to the attention of supervisor for additional direction
- Knowledge of building maintenance
- Understanding in dealing with eviction matters
- Assist in the preparation of annual budgets
- Participate in after hour on call responsibilities

## Qualifications

- Property Management experience required
- Ability to process problems and recommend solutions
- Conflict management skills
- Written / Oral communications, Professionalism
- Attendance / Punctuality, Dependability
- Evening/weekend work may be required from time to time

**We are always looking for great candidates in the Property Management industry.**  
If you are interested to learn more about our career opportunities; you can email our HR Department at [rbutt@rcms.ca](mailto:rbutt@rcms.ca) or check us out at [rcms.ca](http://rcms.ca)