

Housing Property Manager Maternity Leave – 12 – 18 Month Contract BuilTop Property Management Inc.

Job Description

There is an opening for a full-time Housing Property Manager contract position for maternity leave located in Toronto, Ontario.

Job Type: Full-time (40 hours/week)

Compensation: \$49,00.00 - \$54,000.00

Expected Start Date: March 17, 2025

Who We Are

BuilTop Property Management provides property management services for co-operative housing, non-profit and private sector residential properties. Our vision statement is to provide professional quality client focused management solutions. Our culture is defined by our core values that help guide and coordinate our everyday activity. Our core values are integrity, respect, quality, and communication.

Responsibilities

Reporting to the Senior Property Manager the Housing Property Manager, is responsible for the management of the building, including all property management, supervising staff (Maintenance and Cleaning), and Rent Geared to Income administration.

Although the responsibilities of the job are primarily related to office and property management, the work involves interacting with a wide variety of people with a variety of challenges. The successful candidate must have good judgement and a calm manner.

Duties will include but are not limited to:

- Corporate Services
- Financial Management
- RGI Administration
- Property Management
- Personnel
- Property Management Office Administration
- Tasks assigned by the Senior Property Manager

Skills & Experience& Requirements

- Minimum 2 – 3 years co-operative or non-profit property management experience or equivalent experience
- Must be able to multitask

- Effective English oral and written communication skills
- Able to work effectively within a diverse community
- Experience working with volunteers and/or a board of directors
- Community development
- Proficient with Microsoft Office
- Must agree to a Police Check

Evening work will be required and some travel may be required.

BuilTop Property Management is an equal opportunity employer that encourages applications from all qualified candidates.

Only selected applicants will be notified if they have been chosen to take part in an interview process. We thank all applicants and advise that only those selected for an interview will be contacted.

Please send a cover letter and resume to info@builtop.ca. Applications will be accepted until **February 28, 2025**.