Position:	**Property Manager**
Location:	**Scarborough, ON**
Instructions:	**Applications must include a current resume and cover letter, and can be sent to ltrieu@rcms.ca**
Special Notes:	**Deadline: November 18th, 2026. 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, on-call rotation and remain available to respond to operational, maintenance, or emergency matters outside of your regular working hours, as reasonably required by the Employer.

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 or check us out at rcms.ca