

Careers

Murdoch Management has specialized in the field of Non Profit Housing since 1988.

Are you honest, hard working, helpful, non-judgmental and looking for a job housing people and managing their homes?

Murdoch Management is always interested in hearing from qualified individuals wishing to join our team. Interested individuals are asked to forward their Resume and covering letter to:

General Manager
Murdoch Management Inc.
757 Henderson Highway
Winnipeg, Manitoba
Canada R2K 2K7

Currently we are interested in hearing from individuals who have extensive experience in residential property management.

NATURE OF WORK

Reporting to the General Property Manager, the Property Manager (Trainee) is the primary link between Murdoch Management and its client corporations and is accountable for the management and control of assigned properties.

Major responsibilities include:

Leasing: with administrative assistance and support, responsible for all aspects of leasing, reviewing applications, satisfying eligibility requirements, maintaining waiting lists, renewals, coordinating move-ins/move-outs, liaising with corporate client committees and government agencies where applicable.

Maintenance: responsible for all tenant liaison and unit access issues. Works with maintenance supervisor to ensure all preventative and regular maintenance is carried out. Works with team on capital replacement planning.

Collections: responsible for all rent and collections following corporate client collections policy.

Financial: responsible to maintain property expenses within approved budgets. including control and follow up on Accounts Receivable and Payables.

Reporting: represents Murdoch Management at monthly board meetings with corporate clients. Prepares monthly Board reports and periodic reports to government bodies as required. Writes Board's meeting minutes. The property Manager reports directly to the General Manager.

The Property Manager (Trainee) has the personal credibility and flexibility, which allows successful interaction with tenants and co-op members, Boards', and agencies.

Critical to this position is the ability to successfully lead client corporation's and to cultivate a positive image of Murdoch Management within the non profit housing community.

The incumbent is also required to have a familiarity with and ability to interpret a variety of legislation including the Residential Tenancy Act, the Manitoba Cooperatives Act and to explain the applicable laws.

This position involves flexible working hours as preparation and attendance at evening or weekend meetings is required. As well, the incumbent will be required to carry a 24-hour emergency pager on a rotational basis and to respond to any emergencies that may arise on such a rotation.

QUALIFICATIONS

Required Education and experience

University Degree or diploma from a Technical Institute (or equivalent), preferably with emphasis in business, law or science.

AND

Three years relevant business experience at a responsible level.

OR

An equivalent combination of education and experience

AND

Must meet any requirements set forth from time to time by Murdoch Management's bonding company.

Required Knowledge and Skills

- Excellent verbal and written English language communication skills.
- Ability to work independently and as a member of a small team.
- Ability to work flexible hours.
- Aptitude to read, interpret and explain financial statements.
- Excellent interpersonal, organizational and problem-solving abilities.
- Demonstrated ability to provide clear direction via work orders to maintenance supervisor.
- Presentation and demonstrated report writing skills.
- Effective consulting and negotiating skills.
- Good research and analytical skills.
- Excellent knowledge of the Residential Tenancy Act, the Manitoba Cooperatives Act and related legislation, The Life Lease Act and the Condo Act.
- Knowledge of and ability to utilize computer systems and programs including Word, Excel, Access, Outlook, and Yardi (or equivalent).
- Valid Manitoba driver's license.

Desired Qualifications

Professional Property Management accreditation.