

ABOUT US

Melbourne Property Management is a Toronto-based firm serving the Ontario market. It is built on over 100 combined years of our team's experience in the property management industry. Melbourne Property Management aims to create a sense of community within each condominium we manage, in the same way that the City of Melbourne focuses on being one of the most livable cities in the world. We provide our clients with a broad range of full services and support, including consulting, on-site and off-site management, financial reporting and administrative support. **At Melbourne Property Management, we never forget that we are taking care of your home.**

THE ROLE

Melbourne Property Management is experiencing incredible growth and has an opportunity for a successful candidate to help shape the way a new condominium community is managed. Melbourne Property Management is seeking Condominium Managers. In this role, the successful candidate(s) will take care of executing Melbourne Property Management's best practices while preparing to open a newly constructed condominium for occupancy. You will report to the Vice President of Operations, and work closely with the executive team.

As a **Condominium Manager**, you will be responsible for:

- Creating and enhance a culture of communication in the communities managed by Melbourne Property Management
- Overseeing and coordinating the Tarion Warranty for this community
- Assist in creating community emergency preparedness manuals, home owner manuals and building operations manuals
- Providing key stake holders with high-level weekly updates
- Day to day Condominium Management duties and responsibilities
- Maintaining an on-site presence, while adhering to Covid-19 protocols
- Assist in establishing and adapting polices and procedures for this community
- Be fully responsible for the Physical, Financial, Administrative and Customer Service Management, as well as for providing support, information and advice along with administrative and technical training to on-site staff, trades and vendors
- Provide residents of each communities' regular updates and communication
- Preparing monthly management reports
- Lead by example and inspire others

YOUR QUALIFICATIONS

- Strong experience with starting up 2 or more condominium communities would be a huge asset
- Experience working with Condominium Developers, new construction, understanding the Tarion Warranty program and Builder Bulletin 49 / Performance Audit
- Experience managing during interim occupancy
- Experience with shared facilities
- Track record of managing two or more people, preferably directly
- A minimum of 3 years experience in the condominium or residential management industry preferred
- A hungry, enthusiastic, growth orientated manager with a passion for customer service
- Well versed in the Condominium Act, day to day Condominium management, a comprehensive understanding of



- financial reporting and reading financial statements, and have experience working with Shared Facilities
- Be experienced in Energy Management, Insurance, Insurance Claims, Resident and Board of Director Relations, Government Legislation, Security and Safety of the community, Human Resources Management
 - Have experience working with both Developers and the Board of Directors in resolving potential deficiencies
 - Excellent communication and interpersonal skills: This role will be client facing, however in a limited capacity during the pandemic, so an emphasis on strong and well-crafted written communication would be considered a strong asset.
 - Open to ideas, willing to ask for help, flexible, thinks outside the box, proactive and able to admit when a mistake is made, and learn from the experience
 - Attention to detail and organized
 - A passion for sharing knowledge, a desire to help shape and develop the next generation of property managers
 - Access to a vehicle in working condition required
 - Valid Ontario General License or Transitional General License, as issued by the Condominium Management Regulatory Authority (CMRAO) required, although candidates with only a limited license may also be considered
 - University degree considered a strong asset.

JOB INCENTIVES AND COMPENSATION PACKAGE

- Competitive salary: Our people are our most important asset, and we are looking for candidates that are interested in career development and growth opportunities
- Medical & Dental coverage
- Continuing education: Conference and educational reimbursement opportunities
- CMRAO License reimbursement program
- Educational reimbursement opportunities
- Technology allowance
- Car allowance
- Opportunities to participate in the company bonus plan

Work with a team who are less concerned about how Condominium Management has always been done in the past, but rather how could it be done better or differently in the future

If you meet the above qualifications, and are interested in joining a high-performance team, please submit your resume. We thank all applicants; however only those selected for interview will be contacted.

Accommodations for applicants with disabilities, available on request during all aspects of the recruitment process.