

Daniels Gateway Rental Communities is seeking an Assistant Property Manager to join our expanding team.

The ideal candidate is a highly motivated individual with excellent organization and communication skills. This person will be responsible for assisting the Senior Property Manager with the day-to-day operations for a residential portfolio of 400+ units consisting of low-rise town homes and high rise condominiums across the GTA.

Various responsibilities include:

- Ensure prompt and courteous attention to all customer requests, internal and external
- Respond and resolve tenant concerns, (i.e. rent disputes, tenant complaints) and escalate complex queries to the appropriate person
- Participate in the rotating emergency on-call service
- Prepare tenant communication as required
- Assist Operations team with various property inspection requirements
- Liaise with Customer Care to ensure completion of repairs, maintenance and renovation projects
- Conduct comparative market analysis
- Coordinate customer move-in and move-out procedures

Previous experience in Residential Real Estate is an asset. A pleasant and engaging personality is required, as there is a great deal of interaction with brokers, tenants and co-owners. Candidates must be proficient in Microsoft Word and Excel, Microsoft Office and knowledge of Yardi would also be beneficial. The successful candidate will work primarily out of our Mississauga office, but will be required to travel within the GTA regularly; the candidate must have reliable transportation and possess a valid driver's license.

Please submit resume and salary expectations in confidence to [genevieve@danielsgateway.com](mailto:genevieve@danielsgateway.com)