



Daniels Home Management

Daniels Home Management, a division of The Daniels Corporation, brings high-quality, client-focused condominium management services for the communities we manage. Since 2010, when we managed less than 1,000 homes, we have grown exponentially and managed over 4,300 homes at the end of 2016, and we continue to experience growth. Key to our management philosophy is our focus on teamwork and a layered-team approach, and to work successfully in partnership with our Boards and the communities we manage. Our clients have placed their confidence and trust in us and have put their home in our good hands; in return, we aim to have our clients love their homes.

Property Manager Opportunity

At Daniels Home Management (DHM), we are always interested in hearing from people who are passionate about property management and who may be looking for a new opportunity. At the moment, we are focused on finding an experienced Property Manager, with the right combination of knowledge, skills and experience in managing low-rise communities (e.g. townhomes and mid-rise, up to 4 storeys), in the GTA-west area.

This interesting, challenging position requires the ability to work in a fast-paced environment with extreme attention to detail, strong organizational skills, great interpersonal skills, and proven problem-solving ability with a customer service background. Experience managing multiple, ongoing projects is also an asset, along with superior communications skills, both oral and written.

As a member of the DHM team, you will be responsible for (including but not limited to):

- Site operations, including regular site visits;
- Tendering and negotiating all contracts related to all common elements, including but not limited to: grounds, snow removal, waste removal, other maintenance, etc.;
- Supervision of contractors, including but not limited to, arranging work and monitoring contractor performance;
- Resident and Board of Directors relations, including but not limited to:
 - Board, owners' meetings, etc.;
 - Resident and community communications;
 - Enforcement of by-laws, rules, policies, etc. of the corporation;
 - Client relationship management (Board and residents);
- Financial duties, including but not limited to:
 - Review of monthly financial statements, including preparation of variance report and review of arrears;
 - Preparation of annual budget;
 - Maintaining, monitoring and controlling budget expenses;



- Purchase order and invoicing processing – issuing, coding and payment;
- Authorization and approval of all expenditures and ensure proper allocation of same.
- Capital project management, as required;
- Management reporting – weekly, monthly, attendance at conference calls, meetings, etc.;
- Preparation of status certificates and related documents;
- Participation in the after-hours on-call rotation;
- Others duties and responsibilities as may be assigned.

To succeed in this role, you have the following experience and qualifications:

- Successful completion of the Registered Condominium Manager courses and the RCM designation;
- In lieu of RCM designation, consideration may be given to individuals who are presently completing one or more of the required RCM courses;
- You have already registered and qualify for one of the following:
 - General licence (minimum 2 years of experience with your RCM designation);
 - Transitional licence (minimum 2 years of experience, have completed one or more of the RCM courses, but do not have your RCM designation);
- Minimum 2 years' property management experience in a fast-paced, multiple-project property management environment;
- Knowledge of residential construction and building operations;
- Proficiency in the standard MS Office suite of programs (e.g. Word, Excel) and general computer use;
- Familiarity with Yardi (accounting software) is an asset;
- You are an assertive self-starter with the ability to work independently under minimal supervision;
- Possess strong customer services skills with a demonstrated ability to establish relationships with internal and external partners;
- Excellent communications skills, verbal and written;
- Demonstrated ability to multi-task and manage priorities under pressure with careful attention to detail;
- Excellent analytical and decision-making skills;
- Ability to thrive in an organization that constantly evolves and adapts;
- Ability to embrace collaborative sharing of knowledge within a teamwork environment;
- Ability to achieve results and continuously strive to deliver the highest performance through creative thinking and problem solving;
- Knowledge of various legislation, including the Condominium Act, 1998 and related changes;
- Knowledge and understanding of building systems (HVAC, fire protection, mechanical, electrical, plumbing, etc.);
- Demonstrates strong, honest work ethics and a high degree of integrity.

*This opportunity requires a candidate to have a valid Ontario Class "G" licence and full-time access to a vehicle; the successful candidate for this opportunity will also be subject to a background check requiring a satisfactory result.



Resume Submission and Contact Information

Thank you in advance for your interest in this opportunity. Candidates must be authorized to work in Canada. Please, no phone calls or recruiters.

If this type of role and opportunity is of interest to you, please submit your resume by email, in confidence, to:

Mr. John Hickey, Director of Property Management: jhickey@danielshomemanagement.com

Mr. Aji Montenegro, Director of Operations: amontenegro@danielshomemanagement.com

Daniels Home Management and The Daniels Corporation welcomes and encourages applications from qualified individuals with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Please note that only candidates who will be invited for an interview will be contacted. Thank you.