



## **PROPERTY MANAGER**

The Daniels Corporation builds with a passion for creating vibrant communities in every sense of the word. Daniels looks beyond the bricks and mortar, including social, cultural and economic infrastructures that will create a unique sense of place. This commitment has been an integral part of Daniels' corporate philosophy for over 34 years. Daniels has built more than 27,000 award-winning homes and apartments, master-planned mixed-use communities, and commercial and retail spaces, and has earned its standing as one of Canada's largest and preeminent builder/developers.

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

The Property Manager will be responsible to ensure overall efficient and effective operation of the property, in accordance with all company policies and procedures

The ideal candidate is a highly motivated individual with excellent organization and communication skills. This person will be responsible for the day-to-day operations for a high rise residential portfolio in Mississauga.

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
- Conduct various property inspections
- 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

Experience in residential property management including knowledge of property administrative, maintenance and customer service practices. A pleasant and engaging personality is required, as there is a great deal of interaction with clients, tenants and investors. 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 on occasion; the candidate must have reliable transportation and possess a valid driver's license.

We thank all applicants in advance for their interest; however, only those to be interviewed will be contacted. Please forward cover letter and resume to Genevieve Chessie at [genevieve@danielsgateway.com](mailto:genevieve@danielsgateway.com)