

Job Description – RESIDENT MANAGER

About Us:

Progressive Property Management Ltd. is a locally owned and operated professional property management firm that has provided property management services in Saskatoon and area since 2002. Currently servicing Saskatoon, Outlook, and Christopher Lake communities, we operate primarily from our head office in Saskatoon. The company is responsible for a property portfolio consisting of various residential and commercial investment real estate, and condominium projects.

The Resident Manager will report directly to the Operations Manager and will be responsible for all the duties in connection with the leasing, marketing, and general conditions at the assigned location.

Responsibilities:

The Resident Manager will be responsible for the ensuring the property is clean, presentable and secure for all tenants and prospective tenants. The assigned property will be located in Saskatoon and area as assigned by the Operations Manager.

The Resident Manager's primary responsibilities will be tenant relations, minor maintenance and filling of vacancies for any residential apartment units and single-family houses on turnover. This will include:

- Must live in the building
- Scheduling and attending showings (*both in person and virtual*).
- Keep the grounds and common areas neat and tidy
- Minor maintenance in suites and common areas
- Communicate any maintenance needed with the Operations Manager and Head Office
- Follow up with any in progress maintenance to ensure timely completion
- Taking photos of any vacant suites
- Preparing videos of suites for advertising
- Advertising vacant units as coordinated with Head Office team
- Pre-Screening of applications with Head Office
- Reporting of any out of scope maintenance or cleaning to the Operations Manager
- Keeping a report of appointments and completed viewings
- Tenant relations with new and existing tenants
- Regular building and suite inspections
- Ensure security doors and lighting are in good working condition
- Periodically monitor security cameras (*if applicable*)
- Routine smoke detector checks
- Completion of move in/move out inspections as coordinated with the Operations Manager and Head Office team.

Skills & Experience:

- Must be organized and able to work both independently and with a team
- Ability to prioritize tasks based on priorities and deadlines provided by Operations Manager
- Must have good communication skills
- Driver's licence and own vehicle is an asset but not required
- Recent criminal record check is required

Salary & Benefits:

- Salary is negotiable and will be based on experience and qualifications
- Leasing Bonus for filling vacant units
- Comprehensive health benefits
- Vehicle allowance provided (*if using your own vehicle*)
- Discounts on Rent are part of the total compensation of this position.

How to Apply:

If this position is for you, please submit a PDF copy of your resume and cover letter to:
ppmcareersyxe@gmail.com.

In the subject line please quote: "Resident Manager".

We thank all those who apply, but only those selected for an interview will be contacted.