



APOLLO

PROPERTY MANAGEMENT

Managing beyond the walls.

TITLE: Property Manager
LOCATION: Ottawa Head Office
DIVISION: Condominium
DATE: January 2011

Property Manager – Position Description

- Responds to owner and resident requests/complaints in a courteous, friendly, prompt and professional manner
- Follows up with site staff on any outstanding inquiries or service requests
- Negotiates and reviews contracts as required
- Liaison between residents, owners, site staff and head office
- Prepares board meeting packages and attends board meetings
- Assists the Operations Manager in recruiting for site staff (maintenance and administrative)
- Performs inspections of the exterior and interior of property monthly
- Prepares annual budgets with the assistance of the Operations Manager
- Prepares written recommendations for physical repairs and/or replacements as required
- Collects delinquent payments and returned cheques, reviews all delinquent accounts for handling and/or direction
- Ensures that on-site personnel comply with all company policies and procedures
- Spot checks for accuracy and completeness
- Checks work orders for those completed, those outstanding, determines age of incomplete work orders and reasons for being incomplete
- Prepares preventative maintenance checklist for maintenance personnel to perform
- Reviews status of operating budget, determines necessary reductions and or increases
- Reviews in detail all purchase orders for the property to ensure clarity and justification of requirement
- Approves all invoices for payment against the purchase order as soon as they are presented and returns to accounting for payment
- Annually reviews and renews insurance coverage
- Completes on site hours, if required
- Ensures compliance with all Federal, Provincial and Municipal laws and acts in all aspects of the sites operation
- Reviews, approves and inspects employee timesheets before sending to head office

Property Manager – Position Specifications

- Post Secondary Education in Property Management (CPM or equivalent)
- Minimum of 5 years experience in property management
- Minimum 5 years administration and supervisory experience
- Encouraged to attend any trade association meetings
- Knowledge of all Acts and Laws relating to the Real Estate Industry
- Knowledge of all HVAC systems
- Knowledge of financial and administrative matters
- Knowledge of MS Office and other computer related skills
- Knowledge of Fire Safety Plan and Life Safety Systems