



APOLLO

PROPERTY MANAGEMENT

Managing beyond the walls.

TITLE: Property Management Trainee
LOCATION: Ottawa Head Office
DIVISION: Condominium
DATE: February 3, 2010
POSITION CLOSES: March 1, 2010, 2009

Apollo currently has an opening for an entry level Property Manager, whom will be responsible for the duties outlined below. Apollo will mentor the chosen candidate and develop them on all functional areas of the business.

Property Manager – Position Description

- Responds to Board of Directors and Owner inquiries/requests/complaints in a courteous, friendly, prompt and professional manner
- Conducts regular Board of Director meetings as required.
- Prepares Board of Director meeting management reports, meeting packages, and ensures follow-up on action items.
- Follows up on any outstanding inquiries or service requests
- Negotiates contracts as required
- Liaison between Board of Directors, Owners, Site Staff, and Head Office
- Assists the Operations Manager in Recruiting for Site Staff (Maintenance and Administrative)
- Personally inspects exterior and interior of each assigned project at least once a month
- Prepares annual budgets with the assistance of the Operations Manager and the Lead Hand
- Prepares written recommendations for physical repairs and/or replacements as required
- Reviews all delinquent accounts and determines action required
- 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
- Reviews status of operating budget with site Administrator, determines necessary reductions and or increases
- Reviews in detail all purchase orders prepared by the by the site to ensure clarity
- 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 them to Head Office
- Approves all invoices for payment

Property Manager – Position Specifications

- Post Secondary Education in Property Management (CPM or equivalent)
- 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