

LAW OFFICE OF PATRICIA BROWN
104 Park Street West
Windsor, Ontario
N9A 7A5

190 Wellington Street West
Chatham, Ontario
N7M 1J6

PROPERTY MANAGER (NOC1224)
FULL – TIME (30 + HOURS PER WEEK)
WAGE: \$24.00 PER HOUR

ABOUT US

Barrister + Solicitor, Patricia Brown, opened the doors of her legal practice in 2007; working in the areas of Criminal Defense; Mental Health and Immigration Law. Patricia represents clients before various courts and tribunals. Today, the law firm has grown exponentially and recently opened its new office in Chatham, Ontario with plans to expand further its client base to reach all of Southwestern Ontario. The Law Office of Patricia Brown now has a need for an inhouse property manager to assist with the company's portfolio of commercial and residential properties which is growing year on year. More about the position and qualifications are listed below.

ABOUT THE POSITION

As the property manager for the law firm, you will help the business by managing the administrative duties and coordinate the activities related to the rental property and maintenance of the investment property in the city of Windsor and Chatham. There is travel between the two cities and a driver's license is required. This is a great opportunity for a motivated and ambitious property manager looking for a more varied role in a smaller team that will give scope to work with both commercial and residential property management. This will also complement a leader who is genuinely knowledgeable and ethical about business practices governing property management.

You are capable of completing the following:

- Professional property management of the building by working to the company's procedures;
- Managing service and maintenance contracts/contractors ensuring maintenance is carried out efficiently and on time;
- Being proactive to ensure secure, safe and successful presentation and maintenance of the properties;
- Build a good working relationship with maintenance companies;
- Regulation inspections of properties, proactively addressing any maintenance or leasing issues;
- Helping to ensure the building meets all health & safety requirements;

- Prompt and proactive responses to enquiries by tenants;
- Accounting for rents and ensuring that any rent arrears arising are promptly dealt with, in line with the arrears management procedure;
- Managing reference checks for prospective tenants;
- Suggest advertising and marketing plans for obtaining the right tenants;
- Making the repairs and/or correcting adverse conditions the properties;
- Overseeing and retaining contractors within the budget constraints established by the property owner;
- May hire and supervisor property clerks and or rental agents or other support staff to perform operations, clerical or maintenance duties;

QUALIFICATIONS

In addition, you carry the following competencies:

- 3+years experience in property management of commercial and residential properties;
- Strong level of organization and attention to detail
- Professionalism and customer focused;
- Experience of working in as ales and marketing environment is preferred
- Experience of delivering good quality account management or property services;
- Knowledge of the health and safety legislation and housing legislation in the province ;
- Team player with great communication skills;
- Full driving license
- Ability to work to tight deadlines;
- Proactive and self-motivated
- Accessible 24 hours including weekends (on call for emergencies);
- Ability to travel distances between the Windsor – Chatham regions have a vehicle;
- Knowledge of computer programs such as Microsoft Word, Excel and QuickBooks Accounting software;

HOW TO APPLY

Please send an email to pbrownlawyerhr@gmail.com

No phone calls or walk-ins please. We thank all candidates for your applications and while we receive your submissions, we will contact those who best fit the qualifications.