

PROPERTY MANAGEMENT COORDINATOR

Job Posting



Reports to: Executive Director

Summary - The Property Management Coordinator is responsible for the oversight of general operations and maintenance of all Alice House housing properties consistent with the mission, mandate, and values of Alice House.

Key Accountabilities:

Property Management

- Responsible for asset management plans for each property, identifying immediate and longer-term issues that need to be addressed.
- Ensures that assessments of Alice House buildings (Building Condition Assessments) are done regularly.
- Contributes to the development of capital investment plans and budget proposals for the management of Alice House properties.
- Makes recommendations on long-term plans for properties, including cost-benefit analyses of maintenance/renovations and selling/purchasing properties.

Property Maintenance

- Ensures the oversight of general maintenance of all properties.
- Supervises and/or conducts all maintenance, minor repairs, and renovation services.
- Ensures alarm systems are functioning, and regularly monitors the security system.
- Builds and oversees budgets for property maintenance, including minor repairs.
- Ensures adherence to government building codes and regulations.
- Ensures inspections are conducted when required and follow-up work is completed.
- Develops and maintains relationships with reputable contractors and repair technicians.
- Keeps management informed of health and safety concerns.
- Ensures on-call support is available to tenants for housing related emergencies.
- Ensures records are maintained as required by Alice House and by government regulations.

Financial Management and Procurement

- Accountable for the cost-efficient operation of Alice House properties.
- Contributes to funding proposals ensuring appropriate tendering procedures and budget development.
- Provides regular reports to management and maintains a record of capital expenditures.
- Ensures regular input of relevant data in the property management software system.

August 2023

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Qualifications and Conditions of Employment:

Technical/Professional Qualifications and Experience:

- Degree or diploma in business or finance and/or Residential Property Management certificate/diploma or a combination of education and experience.
- Two (2) years of property management experience.
- Experience in providing handy person services.
- Exceptional organizational and decision-making skills.
- Strong operational budget management skills.
- Proficiency in Microsoft Suite programs.
- Knowledge of provincial and municipal regulations regarding buildings and land (i.e., building codes, would be an asset.
- Knowledge or previous use of property management software is an asset.

Personal Suitability:

- Understand and adhere to professional boundaries and the values of Alice House (equality, trust, community, self-determination, safety, and respect).
- Must have the ability to work independently while also contributing to a team approach.
- Must be reliable, responsive, have strong interpersonal skills and demonstrate open healthy communication skills.
- Demonstrates flexibility, and solid time management skills.

Conditions of Employment:

- A car is required for this position, along with a valid NS Driver's License.
- Generally, Monday – Friday, 8am-4pm with the ability to work flexible hours, sometimes on-call for emergencies.
- Residential Property Management course – have or secure within 3 months.
- CPR/Standard First/Mental Health First Aid or ASIST are required for this position.

This is a general overview of the position and duties are subject to change at the discretion of Alice House.

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Alice House Compensation Package:

- Salary Range \$40,000 - \$55,000 per year
- RRSP matching program
- Monthly Wellness Monday
- Generous vacation / time off
- Comprehensive extended health care benefits
- Health Spending Account

Alice House is dedicated to inclusiveness, equity and accessibility. We are looking for talented individuals to join our team and welcome applications from all diverse groups. To help us achieve our diversity goals, we encourage applicants to self-identify in their cover letter.

Given the one-on-one client support that occurs in women's homes please be aware that Alice House requires all employees and volunteers engaging directly with clients to be fully vaccinated against COVID-19 (subject to specific exemptions regarding health or human rights issues).