



WE ARE HIRING

RESIDENTIAL PROPERTY MANAGER

LONDON, ON

► Join Our Growing Team

The Tricar Group is looking for a dynamic individual to join the Property Management Team. This position will report to the London, ON head office, and be responsible for the management of a rental portfolio throughout Southwestern Ontario. This is a very exciting opportunity for an enthusiastic, positive, and high energy individual who wants to be part of our growing team.

► Who We Are

The Tricar Group is an award-winning developer, rental provider, and recognized leader in Southwestern Ontario's high-rise market. With decades of experience, we create exceptional condominium homes and rental communities built on quality, innovation, and lasting value. Our commitment extends beyond construction, delivering outstanding customer service and creating communities where people truly feel at home.

A six-time finalist and three-time winner of Tarion's Homeowner's Choice Award for customer service, Tricar is proud to be recognized for the service and dedication we provide to our homeowners and residents. We have also been named London Inc.'s Best Apartment Rental Company three years in a row, reflecting our commitment to an exceptional resident experience. Join a positive, collaborative team and build a rewarding long-term career with one of Southwestern Ontario's leading developers and rental housing providers.



Submit resume and cover letter to lcorman@tricar.com

► What You'll Do

- Manage the day-to-day operations of an assigned rental portfolio, including:
 - Travel to properties in London, Sarnia, Kitchener and Guelph
 - Attend properties regularly to support building managers, address tenant concerns, and identify issues requiring attention
 - Establish policies and procedures to address and control hazards; implement health and safety initiatives; train required individuals as necessary. Conduct monthly Health & Safety meetings with site team
- Consistently review vacancy rates in portfolio; ensure rates are at a minimum. Provide recommendations where trends are noticed.
- Review, monitor and report on annual budgets; review rental income, review and approve invoices, vacancy reports and address issues
- Assist with maintenance contracts and purchase orders; work orders, subcontractor price negotiations; warranty work, etc. in a timely manner
- Review residential units at turnover; prepare scopes of work; monitor completion and follow up to ensure deficiencies are addressed
- Review outstanding arrears; work with accounting on debt collection, communications and payment plans, as required
- Participate in recruitment; conduct new hire orientation and training; provide leadership, training and direction to building personnel
- Attend meetings and industry functions during and after regular business hours



► What You'll Bring

- 7+ years of residential property management experience, managing commercial properties an asset
- Post-secondary degree/diploma in a related field, preferably business
- Proven leadership, exceptional customer service, strong communication and conflict resolution skills
- Excellent organizational abilities, attention to detail, and the ability to manage multiple priorities in a fast-paced environment
- Knowledge of legislation pertaining to Residential Tenancies Act
- Knowledge of Occupational Health & Safety, TSSA, Fire & Building codes
- Accounting competency including budgeting, account analysis, & overall financial management
- Excellent computer skills including MS Office: Excel, Word, and Yardi an asset
- Valid driver's license

We thank all applicants for their interest in joining our team.
Only those selected for an interview will be contacted.

Applicants are asked to submit a resume and cover letter to **lcorman@tricar.com**