



Siksika Family Services Corporation

CHILDREN'S VILLAGE

Property Manager

Permanent Full-Time

Closing Date: OPEN until position is filled.
11/2025



GENERAL STATEMENT OF POSITION: The Property Manager manages daily customer relationships with different tenants through the coordination of operational activities, marketing, leasing and by representing the building owner to both tenants and the public. The Property Manager shall protect, maintain and improve the value of the owner's commercial real estate assets. The Property Manager understands customer needs as well as meeting the requirements for financial return on each property.

REPORTS TO: Prevention Program Manager, SFI Director, HTSCYS Director

DUTIES AND RESPONSIBILITIES:

- Act as a liaison between the owner, tenants and potential tenants.
- Demonstrate and promote client driven attitude with all customer and public communications.
- Arrange meetings with customers to evaluate satisfaction and identify areas for improvement.
- Develop building management processes to meet customer requirements.
- Perform regular property inspections of customer suites, common areas, building exteriors, and landscape.
- Ensure effective management of loss prevention, risk management, security, maintenance, marketing, landscaping, snow removal, ventilation, heating, cooling and other daily activities
- Administer leases, reviewing all tenant billings, analyzing lease clauses, preparation of vacancy reports, enforcing tenant compliance and performing landlord obligations.
- Plan and manage replacement of major capital expense items such as HVAC system, roof systems and parking lot surfaces.
- Provide general status reports for all properties as scheduled.
- Coordinate with accounting department and document lease payments and perform immediate collections of delinquent accounts.
- Request for quotations, make contracts, supervise work and approve invoices for all services required to maintain the properties.
- Oversee all maintenance mechanics working at managed properties.
- Manage tenant relations and coordinate requests for repairs and maintenance, understanding of rent charges, lease issues and other tenant concerns.
- Create opportunities for cost-reductions through innovation and research.
- Assist in coordination of customer moves, including scheduling freight elevators, key cards, building access, nameplates, other signage, and mover evidence of insurance.
- Coordinate building events such as fire drills, emergency evacuation training and social/community events.
- Maintain property tenant and emergency guide and review with each new customer.

For Full Job Description please email hrm@siksikafamilyservices.com

EDUCATION AND EXPERIENCE:

- Valid drivers license and abstract required.
- Prior managerial experience required.
- A degree in business administration, real estate finance or related field.
- Minimum 1 year of experience in property operations.
- Minimum 1 year of commercial property management required.
- Minimum 1 year of experience in business-to-business customer relationship management

Resumes and cover letters should be emailed to hrm@siksikafamilyservices.com

Please quote **Property Manager** on your cover letter.

IMPORTANT: All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Vulnerable Sector Check
3. Clear Child Intervention Check.
4. Copy of Drivers License and Drivers Abstract

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.