



Job Posting

Organization: Tawaak Housing Association, Halifax Nova Scotia

Position Title: Property Manager

Term: Full Time Position

Start Date: Immediately

Salary: To be determined, based on experience and qualifications.

Closing Date: April 20. 2021

Note: Preference will be given to qualified Indigenous applicants.

Qualified applicants should email a cover letter outlining how you meet the criteria, your resume to tawaakadmin@eastlink.ca

We thank all who apply but will only be contacting those who are moving forwarding in the application process.

Overview:

Tawaak Housing Association (Tawaak) is a private non-profit housing corporation that owns, operates and delivers socially assisted rental housing in six urban areas of Nova Scotia. The mandate of the organization is to provide suitable, adequate and affordable housing to Indigenous peoples of low to moderate income who reside in urban areas of the province, who cannot attain housing through the regular housing market. Assisted by both the Federal Government and the Government of Nova Scotia, Tawaak's portfolio consists of fifty-four properties comprising of one hundred and forty-five units. Approximately eighty-two percent of the portfolio is

located in the urban centers of Halifax and Dartmouth, while the remainder are located in Sydney, Truro, Antigonish, Liverpool and Bridgewater.

Tawaak is seeking a Property Manager who under the direction of the Executive Director is responsible for the efficient property management services of Tawaak's rental housing portfolio.

Education

A university degree or NSCC certificate in a related field is preferred.

Work Experience

Individual must possess a proven track record of successful property management experience and knowledge of property maintenance, property marketing, and insurance. Must have the ability to communicate well both verbally and in writing and possess a strong supervisory, personnel management and organizational skills.

Must be able to delegate and communicate property management methods along with the ability to problem-solve issues.

3- 5 years' experience in property management is required, as well as competency in property management software. Excellent organizational, record-keeping, time management and verbal/written skills are essential.

Essential Functions

This list is not exhaustive and may be supplemented as necessary:

- Responsible for the lease administration of properties including processing lease renewals, rental revenue collection and all Residential Tenancy Board matters
- Provide tenants a comprehensive orientation to their home and continued communication on leasing and maintenance protocols
- Ensure compliance with policies and procedures governing Tawaak Housing Association
- Inspect buildings and properties for deficiencies and determine course of

action for repairs

- Assign work to contractors and ensure performance in accordance with specifications and quality standard
- Ensure all fire safety and safety equipment are inspected as per code
- Maintain necessary service contracts and ensure work is completed in a timely fashion
- Ensure all properties are maintained in a good state of repair, including implementing inspection and preventive maintenance programs and make recommendations to the operating budget
- Create and maintain consistent communication channels, both verbal and written, between several parties (i.e. tenants, referral source, collaborating agencies)

Minimum Knowledge, Skills, and Abilities

- Excellent communication skills, particularly listening, mediation, and writing skills.
- Possess strong organizational skills with ability to meet a demanding workload.
- Detail oriented to complete requirements of files and contract compliance.
- Knowledge or understanding of Residential Tenancy Act and Board
- Demonstrated knowledge of community resources, social service agencies, and landlords.
- Experience with computer and knowledge of Microsoft Office and property management software.
- Valid driver's license and a car.
- Sensitivity to cultural and socioeconomic characteristics of the population Tawaak Housing Association serves.
- The ability to work collaboratively with other personnel and/or service providers or professionals.

Other Functions

Complete all appropriate monthly and annual report forms.
Assume other responsibilities as assigned.

Closing Date: April 20, 2021

Salary: To be negotiated

Benefits: TBD

Hours: 37.5 hours per week; some of these hours will be evenings and weekends

Location: Halifax Regional Municipality;

Start Date: Immediate

To Apply

Submit a resume and one-page cover letter to tawaakadmin@eastlink.ca describing relevant experience and qualifications.