



Property Manager – Contract Position

TPLC has an immediate opportunity for a **Property Manager** for a one-year contract. The term of the contract may be extended based on business needs.

This position will appeal to an experienced individual with a post-secondary education in the area of property management and has or is actively working towards an RPA or CPM designation. Experience in commercial real estate would be a definite asset.

Reporting to the Director, Property Management, the role requires a person who possesses strong relationship development skills, is a detail-oriented team-player, and can manage multiple responsibilities and deadlines. The successful candidate will demonstrate the ability and experience to communicate with tenants, service contractors, and manage maintenance and project activities.

The ideal candidate will possess the following skill set:

- 2 - 3 years of related previous experience
- Proven knowledge of building operations or project management and the ability to work under minimal supervision
- Excellent verbal and written communication skills
- Ability to make effective technical decisions in emergency situations
- Commitment to supporting a team-focused environment
- Innovative and operations minded
- Excellent organizational and time-management skills
- Knowledge of work safety regulation
- Must have their own vehicle

Qualified parties are invited to submit their resume along with a cover letter to

careers@tplc.ca

We thank you for your interest. Only those chosen for interviews will be contacted.