

JOB OFFER – PROPERTY MANAGER

Company Name: AMILLIS INC.

Company Address: Montreal, Quebec, Canada

Job Title: Property Manager (NOC 13101)

Key Responsibilities:

Planning, organizing, and supervising the day-to-day management of rental properties

Managing tenant relations, handling complaints, and ensuring lease compliance

Developing strategies for occupancy and profitability optimization

Supervising maintenance and coordinating repairs and service providers

Preparing and managing operating budgets

Ensuring compliance with municipal and provincial housing regulations

Coordinating contractors and overseeing renovations

Optimizing costs and continuously improving services

Required Qualifications:

-Education: College Diploma (DEC)

-Experience: 2 years of relevant experience

Other Skills:

Administrative management of properties (leases, renewals, tenant files)

Knowledge of rental regulations and legal obligations regarding housing

Communication and negotiation skills with tenants, suppliers, and owners

Rent management and payment tracking (collection, arrears, payment agreements)

Coordinating maintenance and repairs with contractors and suppliers

Analytical and problem-solving skills regarding tenancy or technical issues

Ability to manage multiple properties or files simultaneously with strong organizational skills

Customer service and conflict resolution with tenants

Proficiency in computer tools and property management software

Professional writing skills for notices, emails, reports, and official communications

Employment Conditions:

Position Type: Permanent

Schedule: Full-time

Working Language: French

Salary: \$34.62/hour

Work Location: Montreal, Quebec, Canada

Application Contact Information:

Contact Person: Christopher Lienard

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