

MURDOCH MANAGEMENT

ASSISTANT PROPERTY MANAGER.

We provide our services specifically to not-for-profit community housing groups, mostly in and around Winnipeg. We have an opportunity for a hard-working individual with a high level of problem-solving skills and a desire for assisting others, to join our small committed team in a small studio environment.

The successful applicant will take the lead in managing the day-to-day affairs of a portfolio of seniors not-for-profit housing (Co-op, NP Life Lease and NP Rental) owned and operated by our community clients.

This position reports to the GM, is required to prepare for and to attend Board meetings and, supervise the day-to-day project needs with a full time assistant, site caretakers and numerous service providers.

Yardi (or similar) and MS Office/Outlook/Excel/Word/Access experience would be an asset.

Highly organized, problem-solving team players working in a fast-paced environment should apply. Driver's license and own vehicle required. Full time position, flexible hours, group benefits available.

Email info@lifelease.ca or drop off resumes at 757 Henderson Highway, Winnipeg, Manitoba.