MENRES
PROPERTY MANAGEMENT

PROPERTY ADMINISTRATOR

MenRes Property Management Inc. is a wholly-owned but separately operated company encompassing the residential condominium property management team of Menkes Developments Ltd. As part of the Menkes group of companies, MenRes draws on over 70 years of combined property management and construction experience. MenRes focuses on the management of newly-built condominium buildings with particular expertise is assisting Boards through the Performance Audit process. MenRes offers superior service, intimate knowledge of the Condominium Act, and most importantly, a thorough and detailed knowledge of building construction, maintenance and repair, which sets it apart from competitors.

About the Job
With openings in Vaughan, North York and Downtown Toronto, the role of Property Administrator supports the daily, on-site operations of the building and is an excellent entry-level position into the condominium management industry. This position typically reports to a Property Manager and liaises with the property management team on-site, service providers, including security and cleaning staff, contractors, and residents on a daily basis.

Job Details
Permanent, Full-time, Salaried

Accountabilities

- Providing customer service to residents on a daily basis by:
    - Responding to incoming resident requests for service via phone, email or in-person, providing answers and solutions and when necessary escalating to Management.
    - Distributing communication materials, e.g. Welcome/Move-in and Emergency procedures packages and sending out announcements to residents via portals such as Condo Control Central and OneValet
- Supporting the management team by
    - Drafting correspondence, including letters and notices related to chargebacks and arrears.
    - Maintaining insurance binders and WSIB clearances for residents and vendors.
    - Maintaining logs and records of fob devices and keys.
    - Assisting with the collation of meeting packages including agendas, minutes, property management reports and attachments, financial statements.
    - Obtaining and reviewing daily reports from Concierge/Security.
    - Updating the Building Emergency Evacuation Plan, resident contact lists, vendor and fire emergency lists as requested.

Other Responsibilities
Assisting with events and activities for residents.

Educational Background
Completion of a post-secondary degree or diploma is preferred.

Designations
Completion of the precursor course towards obtaining a Limited License issued by CMRAO**.**

Prior Experience
A minimum of three years of progressive work experience in an office setting, with responsibility to provide administrative support is highly desirable. Applicants with exposure to the residential property management industry are preferred.

Competencies

- Excellent people skills – you enjoy providing customer service with a smile and a positive attitude.
- Keen desire to learn – you want to learn to improve your ability to deliver excellent service to residents, and/or to build your career in this industry.
- Attention to detail, in particular when it comes to written communication.
- Comfortable working in a busy office, supporting a team and handling more than one task at a time.

COMPENSATION
$44,000 to $48,000

Permanent employees are eligible for participation in the Company's Group Benefits Plan, HCSA and Retirement Plan.

HOW TO APPLY
This is an excellent opportunity to join an industry leader and grow your career. To apply, please forward your resume to **careers@menres.com** and in the subject line please include the title of the role.

The deadline to apply is **11:59 p.m. on October 2nd, 2026.**

We thank everyone for applying, however only those individuals selected for a telephone screening will be contacted.

Note: The Company does not currently use AI (Artificial Intelligence) to screen applicants.