

ASSISTANT PROPERTY MANAGER JOB POSTING

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 in 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

The Assistant Property Manager role will be based at one of our premier condominium buildings located in Downtown Toronto. In this role you will be a key part of the on-site management team, overseeing the operations of the building. This position typically reports to and acts as backup on a number of fronts for 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.
 - Responding to Residents and the Accounting Department on enquiries related to Accounts Receivable.
- Supporting the Property Manager in:
 - Reviewing and routing all incident report to Management.
 - Acting as the primary backup to the Property Manager.
 - Coordinating and preparing monthly and quarterly reports and assisting with the preparation of the annual budget.
 - Monitoring the collection of common element fees and undertaking collection efforts, providing weekly reports on the status of Accounts Receivable to the Property Manager.
 - Maintaining the Building Emergency Plan so that it remains current.
 - Overseeing the maintenance of resident contact lists, vendor and fire lists.
 - Reviewing insurance binders for residents and vendors to ensure that all requirements are being met.

- Processing invoices by matching to purchase orders and (assigning appropriate costing coding).
- Liaising with contractors as needed:
 - Assisting in the tendering process for supplies and services.
 - Responding to contractors' queries and correspondence.

Other Responsibilities

Working closely with the Property Manager, this role is responsible for the smooth operations of the property in a manner consistent with the Company's standards of service.

Educational Background

Completion of a post-secondary degree or diploma is highly desirable.

Attainment of a Limited License issued by the CMRAO and completion of three of the five courses required towards obtaining a General License.

Designations

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Prior Experience

A minimum of five years of progressive work experience with a demonstrated record of increased responsibility is key for this role. Applicants with at least two years of experience at a Property Administrator or Assistant Property Manager level in the condominium management field will be given preference.

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 continue to build your career in this industry.
- Attention to detail, in particular when it comes to written communication.
- Capable of assessing facts and making recommendations to solve problems.
- Solid working knowledge of the Condominium Act 1998.

COMPENSATION

\$50,000 to \$60,000

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 November 20th, 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.