

Long Lake #58 First Nation

209 Otter Street
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Tel: (807) 876-2292
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Job Title: Property Manager

Location: Long Lake #58 First Nation, Ontario

Job Summary: The Property Manager will oversee the management and maintenance of community properties, ensuring they are safe, up to applicable code (federal, provincial, & municipal, location dependent), and well-maintained. This role involves coordinating repairs, negotiating contracts, and supporting local businesses in navigating property-related barriers.

Key Responsibilities:

- **Promote Business Areas:** Highlight and support local businesses within the community.
- **Maintain and Improve Community Spaces:** Ensure community spaces are clean, safe, and welcoming.
- **Plan and Manage Budgets:** Develop and oversee budgets for property maintenance and improvements.
- **Plan and Manage Capital Improvements:** Develop and oversee Capital Improvement planning and implementation.
- **Negotiate Agreements:** Handle contracts, easements, and other property-related agreements.
- **Ensure Buildings are Up to Code:** Conduct regular inspections to ensure compliance with applicable building and occupancy codes.
- **Support Businesses:** Assist businesses in overcoming property-related challenges.
- **Track Open and Vacant Properties:** Maintain records of available properties and track occupancy.
- **Coordinate Maintenance and Repairs:** Schedule and oversee necessary repairs and maintenance.
- **Ensure Property Security:** Implement measures to keep properties secure.
- **Assess Property Performance:** Evaluate the performance and condition of properties.
- **Support Infrastructure Improvements:** Advocate for and support infrastructure projects.
- **Address Complaints:** Respond to and resolve property-related complaints from businesses and residents.
- **Maintain Records:** Keep accurate financial and legal records related to property management.

Property Management Position

- **Source Contractors:** Find and manage contractors and suppliers for repairs and improvements.

Qualifications:

- **Experience:** Minimum of 3-5 years in property management or a related field.
- **Education:** Bachelor's degree in business administration, real estate, or a related field preferred.
- **Certifications:** Certified Property Manager (CPM) or Residential Management Professional (RMP) certification is a plus.
- **Skills:**
 - Strong organizational and communication skills.
 - Ability to manage budgets and negotiate contracts.
 - Knowledge of building codes and regulations.
 - Problem-solving skills and the ability to handle complaints effectively.
 - Proficiency in property management software and basic accounting.
 - Excellent customer service skills.
 - Ability to work independently and as part of a team.
- **Physical Requirements:** Ability to conduct site visits and inspections, which may involve walking, standing, and climbing stairs.

Working Conditions:

- Full-time position with occasional evening and weekend work as required.
- Office-based with regular site visits throughout the region.

Application Process: Interested candidates should submit a cover letter and resume to Careers@longlake58fn.ca Opened until filled