

Employment Opportunities



Position: Team Lead – Property Management
Service Area: Siksika Housing
Location: Siksika Nation
Salary: Based on Education and Experience
Date Posted: Friday June 2, 2023
Closing Date: Until Position is Filled
Competition Number: 01

POSITION SUMMARY:

We are seeking a highly skilled and experienced Office Leader to join our team with a strong background in property management. The position plays a vital role in overseeing the efficient operation of our office, with a focus on managing property-related tasks and leading a team. The Office Leader will support the Housing Manager by collaborating with various stakeholders to ensure smooth operations, tenant satisfaction, and adherence to Siksika Housing policies and regulations. The ideal candidate will possess excellent leadership abilities, exceptional organizational skills, and in-depth knowledge of property management principles.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Oversee the day-to-day operations of properties, including leasing, maintenance, inspections, and tenant relations.
- Develop and implement property management strategies to maximize occupancy rates and rental income.
- Coordinate and supervise property maintenance activities, including repairs, renovations, and vendor management.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities

- Extensive experience in property management, including leasing, maintenance, tenant relations, and financial management.
- Strong leadership skills with the ability to inspire and motivate a team.
- In depth knowledge of property management regulations, landlord-tenant laws, and industry best practices
- Excellent interpersonal and communication skills to effectively interact with tenants, vendors, and stakeholders.
- Proficiency in property management software and systems.
- Exceptional organizational and problem-solving abilities with a keen attention to detail.
- Strong financial acumen with experience in budgeting and financial analysis.

Education and Experience

- Bachelor's degree in business administration, real estate, or a related field. Relevant certifications (e.g Certified Property manager) are highly desirable.
- Minimum of 3 to 6 years of relevant property management experience.

Other:

- Current Criminal Record Check, Valid Alberta Class 5 Driver's License, Current One Year Driver's Abstract.

Submit Resume and Application to:

Siksika Tribal Admin Human Resources
recruitment@siksikanation.com

Email recruitment@siksikanation.com for Job Description or Employment Application form

Questions: call 403-734- 5126 or 403-734-5567