



MANITOBA MÉTIS FEDERATION

PROPERTY MANAGER

August 30, 2024

Posting #24-13-002

The Manitoba Métis Federation (MMF) is the democratically elected National Government of the Red River Métis, also known as the Manitoba Métis. The Red River Métis are a distinct Indigenous Nation and People, and Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Property Manager** position within our **Housing & Property Management Department** located at 150 Henry Ave in **Winnipeg, MB**. The Property Manager is responsible for overseeing the administrative duties of property management and the overall management of property holdings. An integral part of this position is to maintain proper accounts and records of housing activities, update the housing database and inventory system, financial maintenance and management of property holding accounts, and lease agreements and lease renewals.

Job Duties/Competencies:

- Manage all aspects of assigned properties;
- Design plans for properties that suit Citizen and client needs;
- Analyze problems with properties and find the best solution for the tenant and MMF;
- Design and implement a maintenance program for all properties new and old;
- Create end of life predictions on equipment and budgets for required replacement and repairs;
- Prepare all lease-related paperwork in a timely and accurate manner;
- Overseeing daily administration of the property;
- Produce reports concerning property holdings.

Skills and Qualifications:

- Post-Secondary education in Business Administration, Business Commerce degree or related field;
- 3-5 years' experience in property management or related position;
- Complete understanding of property management and its financial aspects;
- In depth knowledge of all rules and regulations surrounding property management;
- Experience drafting reports and correspondence, preferably as it relates to properties;
- Proficient in Microsoft Office: Word, Excel, PowerPoint, Outlook;
- Strong organizational, interpersonal and time management skills;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Knowledge of Red River Métis culture, and MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including; health, dental, vision, pension, and vacation. Access to an on-site fitness facility as well as an in-house restaurant is available.

Please submit your resume and cover letter, referencing the job posting number by Wednesday, September 15, 2024.

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

Preference will be given to qualified Red River Métis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.

MMF Human Resources Department
300-150 Henry Ave
Winnipeg, Manitoba R3B 0J7
Email to: jobs@mmf.mb.ca
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.