**AKV Property Manager**

**Job description**

AKV Real Estate is a division of Akamihk Kanataskiy Ventures (AKV) Ltd. and is responsible for the maintaining, developing, and expanding of Montana First Nation real estate assets, including the growth and expansion of housing opportunities for members both on and off reserve.

We are currently looking for a dynamic individual to manage the growth and expansion of this division.

**Responsibilities**

· Design business plans for the division

· Inspect and arrange maintenance to meet standards

· Maintain a positive, productive relationship with tenants

· Ability to monitor and follow-up on tenant requests

· Negotiate construction, repair and maintenance contracts in a timely and reliable manner

· Collect receivable accounts and handle operating expenses

· Develop and manage annual budgets by forecasting requirements and analyzing variances

· Ability to manage staff and assess their performance

· Accomplish financial goals and report regularly on financial performance

· Source and build relationships to expand business opportunities

**Requirements**
· Proven work experience as property manager

· Fully understand property management and its financial aspects

· Competency in MS Office and relevant databases and software

· Handle multiple projects concurrently

· Interpersonal savvy with strong communication and presentation skills

· Well organized with excellent time management skills

· Experience in working with First Nation communities

· Knowledge of First Nation housing program, an asset

· Experience in residential and or commercial construction industry an asset

Interested candidates should be please forward resumes to candace@kanataskiyventures.com.

We thank all applicants, however only those selected for an interview will be contacted.

Application deadline: open until a suitable candidate is found.

Job Types: Full-time, Permanent

Salary: $55,676.00-$70,000.00 per year

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