



23 Lesmill Road, Unit 106
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Junior Property Manager – 515 Markham Road

Location: Scarborough, ON

Position Type: Full-Time, Salaried

Salary Range: \$50,000 – \$55,000 per year (plus comprehensive benefits package)

About Us

Wigwamen Incorporated is Ontario's oldest and largest urban Indigenous non-profit housing provider, and a registered charity. In operation since 1972, we are committed to excellence in the development and management of affordable housing. We're looking for a self-motivated, highly organized, and professional Junior Property Manager to work in our growing portfolio of buildings.

The Junior Property Manager will be responsible for reporting to the Property Manager and supporting the overall efficient and effective operation of our 62-unit multi-residential apartment building located at 515 Markham Road in Scarborough.

Preferred Qualifications

- Minimum three years of experience managing rental apartment buildings, preferably in the non-profit sector
- Working knowledge of the Residential Tenancies Act (RTA)
- Excellent interpersonal, verbal communication, report writing, and facilitation skills
- Proven ability to work effectively with a diverse senior tenant population
- Computer literacy, including proficiency in Microsoft Word, Excel, internet, and email applications
- Experience with, and knowledge of, building automation systems (BAS)

Key Responsibilities

Office Administration:

- Maintain the site office and all office equipment
- Monitor and purchase office supplies
- Maintain a secure and organized filing system for all records and documents
- Prepare operational reports for management and the Board of Directors, as requested

Financial Management:

- Make purchases within the approved budget and in accordance with spending policies
- Monitor and approve invoices; submit to head office for timely payment
- Collect and deposit rent payments and laundry revenue
- Monitor and report tenant rental arrears monthly
- Accurately use accounting software to post tenant rents, miscellaneous charges, move-ins, and move-outs

Tenant Administration:

- Establish and maintain positive relations with tenants
- Receive and respond to tenant inquiries and concerns
- Coordinate rental inquiries, process applications, and prepare/sign leases
- Ensure both tenants and the landlord fulfill their respective lease obligations
- Coordinate with staff regarding rent-geared-to-income (RGI) units, household income verifications, and rent calculations
- Issue formal notices to tenants regarding rent adjustments, late payments, and arrears
- Represent the company at the Landlord and Tenant Board (LTB) when necessary
- Coordinate smooth move-ins and move-outs while maintaining accurate tenant files

Property and Maintenance Management:

- Respond to tenant maintenance requests and track work orders
- Report persistent maintenance problems to senior management
- Tender capital requests or major repairs in accordance with company policy
- Conduct thorough move-in, move-out, and annual unit inspections
- Follow proper procedures to turn over and fill vacant units promptly
- Schedule regular maintenance for the building's fire safety and mechanical systems
- Monitor building automation systems (BAS)
- Arrange, oversee, and approve sub-contractors' work
- Maintain comprehensive unit and common area maintenance logs
- Supervise the building superintendent and coordinate after-hours emergency response staff
- Ensure the property is kept in an optimal state of cleanliness, safety, and repair

How to Apply

Please submit your application by email to jobs@wigwamen.com by 5:00 p.m. on Friday, August 14, 2026.

We thank all applicants in advance for their interest; however, only those selected for an interview will be contacted. No phone calls, please.

Wigwamen Incorporated is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise us in advance to ensure your accessibility needs are accommodated throughout this process.