



Axon Property Management is one of Kingston's leading businesses specializing in providing rental property owners with full-service property management. Axon currently manages a diversified residential and commercial portfolio of over 1,100 units and 2,400 tenants. We are a fast paced and driven team focused on client success. Axon Property Management was a Kingston based start-up in 2015 managing one single house and have grown exponentially since then to reach where we are today. The owners of Axon are Queen's University graduates, and many staff members are Queen's or St. Lawrence graduates from the past 10 years.

Our company atmosphere is based upon our young, hustling attitudes and willingness to get any job done. We've created a great platform for ourselves and our employees to succeed. Now we're looking for another fun, active team member to help us continue to expand in the property management space and provide great service to our rental property owners and tenants.

Axon is hiring for the role of **Property Manager**, with main responsibilities including:

- Develop and maintain strong relationships with property owners, tenants, staff, and contractors;
- Ensure compliance with lease agreements from current building residents;
- Frequent inspections of properties under your portfolio;
- Provide supervision and quality control of renovation projects, property maintenance and existing recurring building contracts (snow removal, landscaping, janitorial, fire systems etc.);
- Preparation of tenant notices and other tasks as required;
- Work directly with management team to ensure client goals are achieved through successful operation of property owners real estate

We are looking for candidates with the following education, experience, and attributes:

- University or college degree is strongly preferred;
- Knowledge and experience in a similar role is preferred;
- Detail oriented, self-motivated;
- Strong written and verbal communications skills;
- Abilities to problem solve, prioritize tasks, and work in fast-paced environment;
- Valid Ontario Driver's license;

The role is based in Kingston, Ontario at all properties managed by Axon Property Management. We manage a portfolio of apartment buildings, student rentals, single family homes, small multi-units, and mixed-use commercial buildings. Our head office is located at 426 Barrie Street, in Downtown Kingston.

The role is a full-time, permanent salaried position with an immediate desired start date. Hours of operation are Monday – Friday, 8:30am – 4:30pm. Off hours work may be required from time-to-time.

**Compensation includes:**

- Salary will range from \$45,000 to \$65,000 annually based on experience and education;
- 3-weeks paid vacation;
- Employer paid benefits package;
- Monthly cell phone allowance;

To apply please forward your resume to [kingston@axonproperties.ca](mailto:kingston@axonproperties.ca)