

Join Our Dynamic Team: Assistant Property Manager at Axon Property Management

Duration: Full-Time | Permanent

Location: Kingston, ON

Start Date: November 4th, 2024

Application Deadline: October 18th, 2024

About Us:

Founded in 2016 with the management of just one single-family home, Axon Property Management has quickly grown into one of Kingston's leading property management firms, specializing in providing a full range of services for a diverse portfolio of residential and commercial properties. Today, we proudly manage properties for over 2,800 tenants and we continue to grow at a rapid pace. Our success is driven by a youthful, dynamic team that's passionate about delivering results.

At Axon, we foster a supportive, growth-focused environment where we help our team members succeed. Now, we're looking for an Assistant Property Manager to join us as we continue to grow and innovate.

What You'll Do:

As an Assistant Property Manager, you'll provide essential support to our Property Managers, helping to keep everything running smoothly across departments while assisting them with their day-to-day tasks. Your key responsibilities will include:

- Building strong relationships with property owners, tenants, vendors, and fellow Axon staff.
- Conducting frequent inspections of property exteriors, unit interiors, and common areas.
- Handling tenant notices and other administrative duties as required.
- Assisting Leasing Agents and Property Managers with the marketing of available units.
- Supporting the Tenant Relations Team in resolving tenant concerns and inquiries.
- Collaborating with the Maintenance Team to address on-site issues, ensuring clear communication with tenants throughout the process.

What We're Looking For:

The ideal candidate will be:

- Personable, organized, and detail-oriented, with a passion for delivering excellent service.
- A proactive problem solver who can juggle administrative tasks while handling property-related issues with efficiency.
- Motivated, with a strong work ethic and a commitment to seeing tasks through to completion.
- In possession of a valid driver's license and access to a reliable vehicle (we provide mileage reimbursement for work-related travel).

Compensation & Benefits:

We believe in rewarding hard work and dedication. Here's what we offer:

- \$47,000 - \$50,000 annual salary
- 3 weeks paid vacation
- 100% employer-paid benefits plan
- Monthly cell phone allowance
- Mileage reimbursement for work-related travel

The Work Environment:

At Axon, we embrace a young, energetic, and fast-paced work culture. We believe in fostering a team-oriented environment where everyone is empowered to succeed. You'll be joining a company that encourages growth, innovation, and professional development. Our head office is located at 426 Barrie Street (soon to be 85 Princess Street in Q4 2024) in downtown Kingston.

If you're ready to take the next step in your career and join a growing team, we'd love to hear from you! Apply now and be a part of our exciting journey.

Only qualified candidates will be contacted.

Thank you for considering Axon Property Management.