
Job Title: **Condo Manager**
Location: **Head Office, Hamilton, ON**
Reports To: **President**

At Dunsire, we don't just build homes — we build opportunity. As a leading developer with an active pipeline of purpose-built rental communities and new home construction across Southern Ontario, we offer our team the confidence of working with a company that's moving forward, not standing still. While others are slowing down, Dunsire is scaling up, with multiple low-rise, mid-rise, and rental projects underway — strengthened by our partnership with Drewlo Holdings, one of the region's most respected rental developers.

Our award-winning communities are a testament to the pride we take in quality, innovation, and bringing “wow” to every stage from design to delivery. We're passionate about creating not only outstanding homes but also an outstanding workplace, where top talent is inspired, supported, and given room to grow. At Dunsire, you're joining a team built on integrity, resilience, and long-term vision — a place where you can build your career with confidence, no matter what the market brings.

Role Overview:

We are seeking an experienced and detail-oriented **CMRAO Licensed Condo Manager** to oversee the daily operations of our registered condo properties. Condo management will be for both employer-owned (Dunsire) and third party (owner board) condos. The successful candidate will ensure all properties are well-maintained, boards & occupants are satisfied, and financial and regulatory obligations are met efficiently.

Major Responsibilities

- Oversee daily operations of assigned condo properties, ensuring smooth functionality and upkeep.
- Manage boards & occupant relations, with regular reporting, addressing inquiries, and resolving concerns.
- Maintain the highest level of customer service in relation to residents, boards and owners.
- Monthly reporting to respective condo boards, whether internal or external.
- Coordinate property maintenance, repairs, and renovations, ensuring high standards of safety and quality.
- Assist and ensure all boards and resident complaints are handled promptly and appropriately.
- Process and approve necessary incident reports, invoices, and administrative service requests.
- Enforce agreements, manage monthly fee collections, address delinquencies, and initiate legal actions when required.
- Prepare, manage, and monitor condo budgets, forecasts, reserve funds and financial reports.
- Conduct inspections and work with team members to address repairs, maintenance, and statements of account.
- Ensure compliance with all municipal, provincial, and federal property laws and regulations.
- Ensure compliance with the Condominium Act, CAO, and CMRAO.
- Conduct physical inspections of properties on a regular basis, providing direction for maintenance, grounds and custodial staff in meeting established property standards.
- Develop scope of work for service contracts, negotiate pricing and prepare paperwork.
- Build and maintain strong relationships with vendors, contractors, and service providers, including negotiating service agreements.
- Utilize property management systems and digital tools for recordkeeping, lease tracking, and financial reporting.
- Other duties as may be assigned

Job Requirements

- A valid General License issued by the CMRAO is mandatory.
- An RCM designation would be highly desirable.
- Minimum 5 years of proven experience in property management or a related role.
- Multi-residential and condo operations experience is required.
- A passion for excellence in customer service delivery.
- Strong follow-up skills with the ability to effectively resolve difficult issues in a timely manner.
- Strong knowledge of condo & property management practices, condominium legislation, and compliance requirements.
- Excellent written and oral communication, negotiation, and interpersonal skills with the ability to foster positive tenant and vendor relationships.
- Strong organizational and time-management skills, with the ability to handle multiple priorities under pressure.
- Detail-oriented; able to resolve problems using facts, sound reasoning and common sense.
- Forward thinking with an ability to develop creative strategic solutions to issues
- Ability to generate financial and operational reports using Microsoft Excel and other reporting tools.
- Familiarity with lease management systems and digital document control.
- Knowledge of preventive maintenance systems, work order tracking, and vendor management platforms.
- Comfort working with access control, security systems, and basic IT-related building operations.
- This position will require travel from Head Office to London, Waterloo, Niagara and Simcoe areas.

Why Join Dunsire?

- Come join a company that has been certified as a **Great Place to Work** by our amazing team!
- Recently certified as one of the **Best Workplaces in Real Estate & Construction** and **Best Workplaces in Ontario!**
- **Growth Opportunities:** Be part of a growing organization with opportunities for professional advancement.
- **Impact:** Play a direct role in shaping communities across Southern Ontario.
- **Culture:** Join a collaborative and supportive team that values innovation and excellence.
- **Compensation:** A competitive salary, commensurate with experience and along with an RRSP program and benefits.

Proposed Salary Range: \$100,000-120,000 annually

Hours: Our core office hours are 9am to 4pm, with work hours being either 8am-4pm, 830am-430pm or 9am to 5pm.