

Property Manager

Sorbara Group of Companies

About the Company

The Sorbara Group of Companies is a pioneering force in Ontario's real estate industry. Having operated commercial, industrial, office and retail properties, managed residential rentals and built high-rise and low-rise communities for several decades, we have witnessed firsthand key changes in the Greater Toronto Area real estate market. This unparalleled wealth of experience has allowed us to develop long-lasting relationships with our partners, stakeholders, homeowners, tenants, and employees. With over 80 years of experience in our industry, Sorbara Group of Companies has built a thriving integrated real estate, planning, development, construction, investment and management firm.

About the Role

The Property Manager is responsible for the overall operations and performance of a residential apartment portfolio. This role oversees property compliance, site staff leadership, contractor management, tenant relations, and maintenance coordination to ensure properties are well-maintained, compliant, and operating efficiently while delivering a high level of tenant service.

Key Responsibilities

- Oversee the daily operations of a residential apartment portfolio.
- Ensure compliance with applicable legislation, health and safety standards, company policies, and property regulations.
- Lead, supervise, and support on-site staff including maintenance, cleaning, administrative, and leasing personnel.
- Coordinate and manage vendor and service contracts, including performance monitoring and cost control.
- Respond to and manage tenant communication, concerns, and escalated issues in a professional and timely manner.
- Oversee work order and maintenance programs, ensuring timely completion, follow-up, and quality control.
- Conduct regular property inspections and site walks to identify operational, maintenance, and safety needs.
- Assist with budgeting, expense tracking, and operational planning for the portfolio.
- Maintain accurate property records, reports, and documentation.
- Support occupancy, resident retention, and overall tenant satisfaction initiatives.
- Other duties as assigned.

Qualifications & Skills

- Minimum 1–3 years of experience in residential property management, with demonstrated ability to oversee daily operations of a multi-unit portfolio.
- Strong knowledge of the Residential Tenancies Act, health and safety legislation (OHSA), and applicable property regulations, with the ability to ensure ongoing compliance.
- Strong organizational and operational skills, with the ability to manage programs, track work orders, and ensure timely completion and quality control.
- Strong communication, interpersonal, and problem-solving skills, with the ability to prioritize tasks, manage multiple responsibilities, and meet deadlines.
- Professional, reliable, and adaptable, with the ability to work independently and collaboratively in a fast-paced environment

Sorbara offers competitive compensation commensurate with experience. The expected salary range for this position is \$70,000 - \$90,000. This role is an existing vacancy.

How to Apply

Interested? We'd love to see your application. Please send your resume and cover letter to careers@sorbara.com referencing the Property Manager position. We appreciate your interest in the position, however only candidates that are selected for an interview will be contacted.

The Sorbara Group of Companies welcomes diversity in the workplace and, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Sorbara is committed to accommodating applicants with disabilities throughout the hiring process. At any stage of the recruitment process, Human Resources, and/or the Hiring Manager will work with applicants requesting accommodation.