



Job Opportunity

Property Manager – Ilisaqsivik and Tukumaaq

Ilisaqsivik is an Inuit organization with the goal of strengthening and rebuilding our communities and our futures. We run a range of programs and we own and manage multiple properties including 2 hotels in Clyde River, through Tukumaaq Incorporated, which is a for-profit and social enterprise wholly owned by Ilisaqsivik. We strive to be one of the best employers in the circumpolar region. We offer our employees opportunities to grow and create a positive and safe workspace along with great benefits, a Group Retirement Savings Plan and flexibility with vacation, plus additional paid time off. We are looking for individuals that are interested in becoming part of a team that cares for our community.

About the Role:

Reporting to the Executive Director, the Property Manager is responsible for managing the maintenance of all buildings under the stewardship of Ilisaqsivik, including supervising a team of employees and contractors.

Duties and Responsibilities Include:

- Oversee day to day management of all properties under Ilisaqsivik's ownership
- Assist Finance with the preparation of expense budgets each year
- Follow established operating procedures for the properties ensuring legislative requirements are followed and emergency response procedures are kept current
- Assist senior management with tendering and managing projects including building improvements and repairs
- Review and approval of vendor invoices and bills relating to maintenance to ensure goods and services billed are accurate before sending to Finance for processing
- Maintain and update property maintenance schedules (daily, weekly, monthly, annually) as required for each property, coordinate and ensure the work occurs, and maintain completed records
- For rental properties, ensure contracted / agreed repairs and maintenance, painting and replacement schedules are followed in line with signed leases with Nunavut Housing
- For rental properties, ensure all records are maintained for inspection by lessees (i.e. Nunavut Housing)
- For rental properties, review and approve all work orders for property repairs
- Schedule regular required maintenance & monitor tenant maintenance requests
- Ensure the policy on garage/shop space and tool usage and storage is consistently followed. Ensure tools used are signed out and returned
- Work with senior management to coordinate the purchases of tools, repair and maintenance materials, replacement parts etc. as needed and for annual sealift
- Manage maintenance supply inventories and ensure they are secured at all times
- Provide updated property list, property descriptions and pictures for insurance renewals
- Have a general understanding of insurance coverage for properties and alert senior management to any known or potential claims
- Manage and direct teams of hotel employees and maintenance staff
- Other duties as required and assigned





Job Requirements:

- Familiarity with property management, building maintenance and/or administration
- Experience leading people and managing building maintainers and/or contractors
- Excellent customer service and management skills
- Intermediate MS Office skills
- Experience in customer service
- Experience working with diverse groups of people
- Good communication and interpersonal skills
- Driver's license
- Fluency in English; Inuktitut an asset

Compensation and Benefits:

- Permanent, full-time position
- Salary commensurate with experience
- Eligible for benefits and Group Retirement Savings Plan with 5% matching from Ilisaqsivik
- Vacation, plus 3 weeks Paid Time Off; paid sick leave, paid personal days and a discretionary day off
- May have irregular hours including evening and weekend work requirements
- Successful candidate will be required to live and work in Clyde River. Housing is not provided.

Please submit your resume and cover letter in either Inuktitut or English by sending to stephanie.tigullaraq@ilisaqsivik.ca. Your cover letter should explain the reasons why you feel that you are qualified for this position.

