



Assistant Property Manager – Job Description April 2026

Job Title: Tenant Resource Coordinator

Company: Five Stones Inc.

Reports to: Property Manager

Company Bio: Five Stones Inc. is a property management company dedicated to providing safe, affordable housing. Our work is grounded in the unwavering belief that every person holds immeasurable value. Our focus is on the Spence, West Broadway, and North End neighbourhoods.

Job Summary: The Assistant Property Manager assists property managers with a wide range of duties including preparing tenant leases, setting up appointments, receiving and processing tenant phone calls, drafting notices and communication for tenants, delivering notices and site visits. These tasks will be conducted with oversight and support of a team/supervisor. The goal and purpose of these tasks is to ensure safe stable housing for tenants – care of the building is synonymous with care of tenants and vice versa.

Qualifications: The successful candidate will be a high school graduate with some post-secondary education (college, university, vocational, etc.) and have previous work experience in social support services and/or property management.

The incumbent will also satisfy the following additional skills/qualifications:

- Possess computer skills including at minimum a proficiency with MS Word, Excel, and Outlook
- Be able to conform to shifting priorities, demands and timelines
- Strong organizational, time management, verbal and written communication skills
- Knowledge of or experience working in the not-for-profit and business sectors
- Experience with Propertyware management software or other database software
- Be familiar with the Residential Tenancies Act and landlord/ tenant responsibilities thereunder
- Be familiar with the Residential Tenancies Branch, including attending and presenting at hearings, mediations etc.
- Own a reliable vehicle and possess a valid driver's licence

Duties & Responsibilities: The following list is not exhaustive but does highlight some of the position's main responsibilities:

- Build rapport and relational connection with tenants to add value to their experience as a renter and build a sense of community.
- Leasing – showing prospective tenants available units, managing listings online, checking references and helping facilitate the legal lease signing negotiation process.
- Front Desk relief when other support staff is unavailable.
- Liaison with Social Workers when info needed & fill out rent forms for tenants.
- Prepare leases and follow up on all lease renewal correspondence.
- Audit tenant ledgers when there is a discrepancy.
- Prepare rent adjustments to tenants account when income fluctuates.
- Perform move in and move out inspections with tenants at beginning and end of tenancy.

five stones inc.

a property management company



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- Prepare and deliver notices to tenants re: noise & disturbance, unpaid utility bills and unauthorized occupants as required – follow up in person as need be.
- Handle phone calls and walk-ins from tenants relating to their lease, amendments and general information.
- Assist the Property Managers with other duties as required.

Benefits:

- Full Time – 32 hours a week – Permanent
- Starting Wage: \$20 – \$22 / hour
- Quarterly bonus.
- Mileage reimbursement.
- Personal phone subsidy.
- Staff retreats and staff development times.
- Providing eligibility, will be registered with the Manitoba Securities Commission.
- With proven aptitude there is financial support to pursue certification as a Property Manager with the Real Estate Association of Manitoba.

To apply, please send resume with cover letter explaining why you would be a good fit for the job.

Five Stones Inc.

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We thank all who apply however, only those selected for further consideration will be contacted.