



Join our Growing Team

PROPERTY MANAGER

Department of Executive Services
Nunavut Tunngavik Incorporated
Rankin Inlet, NU

Under the direction of the Chief Operating Officer, the Property Manager will be responsible for managing all NTI owned or leased properties. This includes negotiating leases with landlords, managing all leased properties, administering leases for staff residing in subsidized staff housing units, performing cost-benefit analyses for new property leases or purchases, managing the care, safety and maintenance of all leased/owned properties, liaising with landlords on all matters related to leased properties.

To be invited for an interview, Certification in Property Management is desirable plus two years' experience in a property management field or equivalent. Requirements for this position are generally obtained through a diploma specializing in Property Management from a recognized college. Experience and knowledge in dealing with accounting systems, budgets and internal controls is preferred. Analytical, writing and statistical analysis capabilities along with demonstrated strengths in all aspects of property management organization, as well as implementation and monitoring necessary to carry out duties.

Preference will be given to Inuit enrolled under the Nunavut Agreement.

Starting salary is \$125,769.00 per annum (commensurate with experience) a comprehensive benefit package including an employee pension plan, group insurance and vacation travel assistance.

NTI provides a variety of housing supports to employees including down payment assistance and housing allowance of \$27,600.

For full job description, please contact:

Human Resources
Nunavut Tunngavik Incorporated
Rankin Inlet, Nunavut X0C-0G0
EMAIL: ntihr@tunngavik.com
Telephone: 867-645-5440
Fax number 867-645-5414
CLOSING DATE: June 24, 2022

Our Mission: Inuit economic, social, and cultural well-being through implementation of the Nunavut Agreement.