Rhino Property Management
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VACANCY: PROPERTY MANAGER

RHINO PROPERTY MANAGEMENT

Position: Property Manager
Date Posted: 9 October 2026
Location: Brandon, MB
Closing date for applications: The position will remain open until filled
Start date: As soon as possible

About the Role

Rhino Property Management is seeking a customer-focused **Property Manager** to join our growing team. This role is responsible for the day-to-day management of a portfolio of residential and commercial properties, ensuring an exceptional experience for both property owners and tenants.

The successful candidate will oversee leasing activities, coordinate maintenance and repairs, respond to tenant and owner inquiries, and support the General Manager with the efficient operation of our property portfolio. This position requires excellent communication, sound judgment, strong organizational skills, and the ability to balance multiple priorities.

As part of an on-call rotation, Property Managers also respond to after-hours emergencies to ensure our tenants receive timely support when it matters most.

Requirements

- Valid Class 5 driver's licence and access to a reliable vehicle.
- Strong organizational, time management, and multitasking skills.
- Excellent interpersonal and customer service skills.
- Strong verbal and written communication skills.
- Ability to work independently while collaborating effectively with a team.
- Professional, reliable, and solutions focused.
- Criminal Record Check.

Preferred Qualifications

The following qualifications are considered strong assets:

- Previous experience in property management, real estate, or a related field.
- Completion of the Principles of Property Management course, or willingness to complete
- Experience with Yardi Property Management Software and familiarity with RentCafe.
- Proficiency with Microsoft 365 applications, including Outlook, Word, Excel, and Teams.

Duties

- Respond to tenant, owner, and general inquiries by phone, email, and in person.
- Manage shared office email accounts and general correspondence.
- Prepare leases, tenancy agreements, and related documentation.
- Advertise available rental properties and coordinate leasing activities.
- Schedule and conduct property showings.
- Review tenancy applications and assist with applicant screening.
- Coordinate move-ins, move-outs, inspections, and tenancy documentation.
- Collect and process rent payments and prepare bank deposits.
- Coordinate maintenance requests and schedule contractors and trades.
- Monitor and support maintenance personnel to ensure timely completion of work orders.
- Address lease compliance issues and communicate with tenants regarding tenancy obligations.
- Maintain accurate tenant, owner, and property records.
- Participate in the on-call rotation for after-hours maintenance emergencies.
- Provide administrative support to the General Manager and assist with other duties as assigned.

Compensation and Benefits

- Competitive salary based on experience.
- Comprehensive benefits program.
- Company-matched RRSP program.
- Free Gym Membership.
- Ongoing training and professional development.

How to Apply

- Send your resume to recruitment@rhinopropertymgmt.com
- **IMPORTANT!** Please use the subject line in your email: #RPMCARM-Property-Manager

We thank all applicants for their interest in joining Rhino Property Management. **Only candidates selected for an interview will be contacted.** If you do not hear from us within two weeks of submitting your application, please consider your application unsuccessful.

About Rhino Property Management

Rhino Property Management is a locally owned and operated property management company serving the Westman region. Our team manages residential and commercial properties with a focus on reliability, responsiveness, and long-term value for owners and tenants alike. Backed by experienced professionals and strong local partnerships, we take pride in maintaining safe, well-cared-for properties while supporting the communities where we live and work. At Rhino Property Management, employees are part of a collaborative team that values professionalism, accountability, and community, because strong properties start with strong people.