



TIIČMA MANAGEMENT SERVICES LIMITED PARTNERSHIP
1250D IRONWOOD STREET
CAMPBELL RIVER BC V9W 6H5
250-287-2775

Job Posting

General Manager for Tiičma Property Services LP

Job Title: General Manager

Department: Tiičma Property Services

Location: 1250D Ironwood Street, Campbell River

Report to: CEO

Job Type: Full-Time, Permanent

Salary and Benefits: \$80,000 - \$90,000 annually (depending on experience) and extended health and pension benefits after probationary period

Closing Date: Open until filled

Position Summary:

The General Manager for Tiičma Property Services LP will be responsible for all of the day-to-day duties. The General Manager will lead and oversee Tiičma's property strategic and operational management. This role ensures that the residential, commercial, or mixed-use properties that are owned or under management agreements are maintained to the highest standards, operated efficiently, and deliver exceptional services to clients, tenants and stakeholders.

Key Responsibilities

Leadership and Strategy:

- Develop and implement business plans, budgets and operational strategies for the LP
- Lead, mentor, and manage a multidisciplinary team, including housekeeping, janitorial, maintenance staff, camp staff and external contractors (primary point of contact)
- Identify opportunities for growth, cost savings and service improvements, including delivery of existing services like pest control and commercial cleaning training program
- Oversee daily operation of the property portfolio including leasing, maintenance, inspections and tenant relations
- Ensure all properties comply with local laws, regulations and health and safety standards
- Coordinate repair, maintenance and refurbishment projects

Other duties include:

- Preparing and managing annual budgets, forecasts and financial reports
- Oversee rent collection, contract negotiations and vendor agreements
- Act as primary point of contact for clients, tenants and stakeholders
- Manage all tenant onboarding, lease renewals, and terminations
- Implement risk management strategies, including emergency response and disaster recovery planning

Required Skills and Qualifications

- 5+ years of experience in property or facilities management
- Degree or professional qualifications in real estate, facilities management, business administration or related field or combination of training and experience
- Excellent leadership and communication skills
- Team player and ability to lead/mentor others
- Ability to manage budgets, analyze financial data and implement cost saving initiatives
- Experience in residential and commercial property management
- Proficient computer skills
- Driver's license
- Available to travel to remote community as needed

Company Overview

Tiičma Enterprises is the Ka:'yu:'k't'h'/Che:k:tles7et'h' First Nations (KCFN) economic development with the head office based in Campbell River. Tiičma Property Services LP is an entity of Tiičma Enterprises whose primary goal is to strategically manage existing properties for sustainable revenue generation and proactively seek new investment opportunities that align with our commitment to provide stable housing and accommodations for residents and KCFN citizens.

Why Join Tiičma Property Services LP?

- Be a leader that values collaboration, cultural respect, and community impact.
- Opportunities for professional growth and development.
- Meaningful work contributing to economic sustainability in Indigenous communities.

Per **Section 16 of the Canadian Human Rights Act**, preference will be given to qualified candidates who self-identify as Indigenous (First Nations, Inuit, or Métis). This initiative constitutes a special program aimed at achieving substantive equality and improving employment opportunities for Indigenous peoples.

To Apply

Email cover letter & resume to: Tina McLean, Administrative Operations Manager at tinam@tiicma.com or drop off at 1250D Ironwood Street, Campbell River.

**Thank you for your interest but we will only be contacting applicants that will be interviewed*