



Manager, Condominiums and JUA Set Up

We are seeking an exceptional Manager, Condominium and JUA Setup to ensure excellence in all elements of the condominium & joint use agreement turnover process to enable a positive experience for all owners, and to oversee and ensure excellence in all Tarion requirements for Common Elements.

About the role

The manager is responsible for:

- Tarion Process for Common Elements
- Tarion process education
- Condominium Board & JUA Relations
- Common element experience for all owners in all forms of ownership
- BB19 process
- Performance Audit Oversight
- Common Element budgets and release of securities, JUA budgets
- Customer Satisfaction as measured by Avid Ratings and Tarion

About You

You are/have:

- 5 years of leadership experience with a large general contractor or developer working on condominium style developments.
- In-depth knowledge of the condominium development process, related construction process and the turnover process.
- Knowledge of the Ontario Condominium Act.
- Knowledge of the Tarion Condominium Performance audit process.
- Ability to lead, influence and manage without direct authority over others i.e. stakeholders
- Strong written and verbal communication skills.
- Friendly, engaging and positive personality.
- Ability to visualize the project, anticipate constructability issues and embed solutions in the construction plans and schedules.
- Excellent working knowledge of Tarion Warranty procedures and processes.
- Strong knowledge of Ontario Building Code.
- Skilled with Microsoft Office including Project, Excel, Word and Outlook.

About us:

We:

- empower our people to strive for creativity, uniqueness and distinction.

- are driven by the values of doing the right thing; building well for lasting value, creativity, fun and respect.
- are the Builder of Choice in the National Capital Region.
- build lifestyle communities throughout Ottawa.
- are committed to the best customer experience in Canada!

We offer a dynamic opportunity!! Should eQ Homes and this position be a good match for you, please email your cover letter and resume to: jointheteam@eqhomes.ca

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.