

EMPLOYMENT OPPORTUNITY

Position: Property Manager

Summary:

The Property Manager is responsible for managing multiple residential, commercial, and office properties within Matawa First Nations Management's portfolio, ensuring compliance with all regulatory and funding requirements, and maintaining high standards of tenant and occupant service. This role encompasses financial management, tenant relations, property maintenance, reporting to government agencies, and oversight of on-site staff and contractors. The position also requires providing coverage for other Property Managers as needed and ensuring that services are delivered in a culturally respectful and community-focused manner.

Qualifications/Requirements:

- 1–5+ years proven experience in property management, real estate or related field
- High school diploma, post-secondary education in business, real estate, or a related field
- Strong knowledge of property management principles and local regulations
- Demonstrated understanding of First Nations cultures, traditions, and community dynamics
- Excellent communication and customer service skills with an ability to interact respectfully across cultures

Salary: \$75,000- \$90,000 (annually)

For additional information for the Property Manager position, please view the Job Description on the Matawa website: <https://www.matawa.on.ca/recruitment/careers>

Please submit cover letter with resume and three employment references to:

Matawa First Nations Management
ATT: Human Resources Department
RE: Property Manager
Mail: 233 Court Street South
Thunder Bay, ON P7B 2X9
Email: careers@matawa.on.ca

Closing Date: Friday, April 3, 2026, at 4:30 pm EST

