



Membertou

WELCOMING THE WORLD!

Employment Opportunity

Job Title: Property Manager (Full Time)
Department: Corporate
Reports To: VP Business Development
Salary: Commensurate with experience

Why Join Us?

Membertou is a progressive, urban Mi'kmaq community located on Unama'ki (Cape Breton Island) — a place where innovation meets tradition, and where people, purpose, and prosperity move together. Recognized nationally for its strong governance, economic leadership, and community spirit, Membertou is one of five Mi'kmaq First Nation communities in Cape Breton and the first Indigenous community nationwide to achieve ISO 9001:2008 certification. It has also achieved ranking among Canada's Top 50 Best Managed Companies.

Membertou's success is grounded in family, culture, and balance; values that shape how we live and how we work. Membertou Properties Ltd. oversees a diverse and expanding portfolio including commercial, retail, hospitality, healthcare and community facilities, with more than 140 tenant leases across 336,800 sq. ft. of space. With new developments set to double this portfolio within five years, anchored by the transformative Seventh Exchange Project, this is a rare opportunity to join a growing, nationally recognized organization leading with integrity, balance, and vision.

The Opportunity

The Property Manager will join the team for the management, operations, and strategic development of Membertou's property portfolio. Working directly with the General Manager and leadership team, this role supports the entire property life cycle from marketing, design, development and construction to leasing, operations, and tenant engagement.

Key Responsibilities

- Manage day-to-day operations of commercial, retail, healthcare, hospitality, and community properties.
- Maintain relationships with over 140 tenant leases and close to more than 1500 tenant staff, ensuring satisfaction and service excellence.
- Lead Collaborate on leasing, renewals, and negotiations to optimize occupancy.
- Collaborate with the General Manager on marketing, design, development, and construction initiatives.
- Monitor construction progress in relation to lease agreements.
- Prepare and oversee financial statements, annual budgets, and forecasts.
- Conduct property inspections, oversee maintenance and capital projects.
- Provide monthly status reports and market insights for leadership.
- Foster respectful and effective working relationships between Membertou Properties Ltd., the Membertou community, Chief and Council, and Membertou Development

Corporation, recognizing the unique governance and cultural environment in which we operate.

Required Skills & Competencies

- Excellent communication, interpersonal, and relationship-building skills.
- Strong problem-solving and decision-making abilities.
- Proficiency with Microsoft Word, Excel, and electronic file systems.
- Experience preparing financial statements and managing budgets.
- Knowledge of building systems, maintenance, and lease administration.
- Comfortable managing tenant relationships, renewals, and negotiations.
- Ability to work independently and collaboratively within a corporate team.
- Understanding and the embodiment of Membertou's values: family, culture, and balance.

What We Offer

- Competitive salary (commensurate with experience).
- Comprehensive benefits including health, dental, and matched pension plans.
- Attractive vacation, personal, and family-centered leave.
- Professional growth and training opportunities.
- 35-hour work week with occasional extended hours as needed.
- A culture that values wellness, family, and balance.

Preference is given to Indigenous peoples in accordance with the Aboriginal Employment Preferences of the Canadian Human Rights Commission.

Apply Today

If you're passionate about building relationships, leading with integrity, and contributing to a growing community, we would love to hear from you.

To Apply: Submit your cover letter and résumé to:

Membertou Human Resources Department

Attention: Scott Thomas

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Membertou, NS B1S-2P5 Or via e-mail to: jobs@membertou.ca

DEADLINE FOR APPLICATIONS: Friday, November 7th, 2025, at 4:30 PM AST.

*Thank you for applying, however, only those selected for an interview will be contacted.
Membertou reserves the right to pause, extend or revoke this posting at any time without notice.*