

### **Full Time, Administrator**

Terra Property Management located in Vancouver is seeking an enthusiastic, energetic and driven, Property Administrator to join our team. Reporting directly to the Operations Manager, this position is responsible for providing excellent property management services. You will be a self-starter who takes initiatives, who is passionate and are proactive on tasks assigned and beyond.

#### **Your day-to-day responsibilities include, but are not limited to the following:**

- General inquiries from tenants, members, clients, vendors and funders and providing required service in a professional and prompt manner
- Processing of new subsidy applications including gathering of required information, follow ups, income calculations and final letters to applicants
- Processing of annual income review and testing including gathering of required information, income calculation, follow ups and final letters to tenants and or members
- Accounts payable responsibilities including generating and issuance of work orders to contractors, status updates of work orders, receipt of invoices, required review and coding of expense
- Coordination and scheduling of contractors
- Arrears collection and arranging for payment plans and required follow ups
- Preparation of required documentation in accordance to the Co-op Act and Residential Tenancy Act for eviction and termination purposes
- Preparation of monthly property reports for property manager review
- Corporate office coordination
- Corporate marketing coordination

In addition to the day-to-day responsibilities, you are a great liaison and a people-person who is capable in providing exceptional supportive, property management services and efficiently delivering on administrative tasks assigned to you. Most importantly, your ability to manage time, multi-task, learn new tasks in a quick and efficient manner, and delivering multiple services in a timely and effective manner are essential to this position.

#### **The ideal candidate must possess the following skills and experience:**

- Excellent communication skills, verbally and written
- Proven abilities to resolve conflict on various levels
- Ability to multi-task and prioritize assignments in an extremely fast-paced environment
- Deliver on multiple and tight deadlines
- Intermediate to advanced skills of Microsoft Office that includes, Word, Excel and Outlook
- Basic knowledge of building maintenance and systems
- Working knowledge of the Residential Tenancy Act and Cooperative Association Act is an asset, but not required

- Working knowledge of the non-profit and co-op housing sector income verification process
- 3-5 years of experience in property management is an asset, but not required
- 3-5 years of office administration experience in high pace environments

**Compensation:**

We offer a competitive package which includes:

- Competitive Salary
- Paid vacation including paid stat holidays
- Paid sick days
- MSP and extended benefits, 100% company paid (after successfully completing 3 months of probation)

**Please forward your resume and salary expectations to [info@terramanagement.ca](mailto:info@terramanagement.ca). Suitable candidates for this role will be contacted by phone for a pre-screen interview prior to being invited for an interview at our head office.**