

## **EMPLOYMENT OPPORTUNITY**

(Permanent, Full-Time)

**POSITION:** Property Administrator  
**DEPARTMENT:** Aquilini Properties  
**REPORTS TO:** General Manager  
**LOCATION:** Aquilini Centre, Vancouver, BC

### **Company Profile**

Aquilini Group ("AG") is a diversified family business founded in Vancouver, BC more than 50 years ago with roots in the real estate development and construction industry. Today the company owns and manages an international real estate portfolio that includes commercial and residential properties, hotels, golf courses, vineyards and blueberry and cranberry farms. In addition to its ongoing pursuits in real estate development and construction, AG has expanded its holdings to include assets in the sports & entertainment, renewable energy, aquaculture, tourist attractions, restaurants and food & beverage industries.

### **SUMMARY:**

Based at Aquilini Centre, an evolving unique mixed-use world class community, the Property Administrator will be a key member of the property management team. Working in a full-time capacity with over 600 rental units, the incumbent will be exposed to a wide variety of functions within a thriving and fast paced residential rental environment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Other duties may be assigned from time to time)

- Liaise with prospective tenants, building operators, accounting department, and other key personnel
- Maintain records of contractual obligations; tenancy agreements, renewals, and other documentation
- Administer property management database systems
- Co-ordinate tenant access and programming system
- Assist with property condition inspections
- Attend to potential and current tenant queries
- Co-ordinating move-in schedules

### **REQUIRED EXPERIENCE AND QUALIFICATIONS:**

- Minimum 3 years' experience in office administration
- Good understanding of the Residential Tenancy Act and/or real estate administration is an asset
- Positive and professional attitude
- Highly motivated team player, with ability to work independently
- Proactive and effective conflict resolution/problem solving skills
- Strong and confident verbal communication
- Ability to work well under pressure
- Proven attention to detail
- Strong computer skills/proficiency in MS Word, Excel, PowerPoint and other property management software

Interested, qualified candidates are invited to apply online at <http://www.aquilinidevelopment.com/careers.php>. This position will remain open until filled.