

PROPERTY MANAGER ASSISTANT

We are looking for a Property Manager Assistant working with our Commercial team at our Head Office located in downtown Vancouver. Reporting directly to the Senior Property Manager, the Property Manager Assistant position is responsible for providing superior quality service to clients consistent with the Peterson standard of service. If you are positive, driven, and hardworking, we want to hear from you!

Responsibilities

- Accurately drafting correspondence, notices, contracts forms, monthly reports, memos, and other documents as directed by the property manager and within the timeline pursuant to regulations;
- Proactively following up with property managers, accountants, and other support staff as necessary, to provide operational support in the day-to-day implementation of policies and procedures;
- Working with property accountants and property managers in collecting rent, resolving arrears, and compiling monthly reports;
- Working with building technicians and property managers to assist tenants maintenance and lease issues, such as maintenance projects, common-area building upgrades, tenant build outs or interior/exterior repairs;
- Assisting with selection of contractors, obtaining quotes, monitoring quality of work, and following up on outcomes;
- Updating all databases - building information, insurance, gym waivers, tenant information forms, etc.;
- Assisting Hydro and Fortis incentive projects, BOMA incentive applications etc.;
- Assisting with researching quotes and other information for maintenance and capital projects as directed by the property manager;
- Assisting property managers with performing other related duties;
- Ensuring the preparation of financial statements and quality presentation of owner reports and other correspondence to owners within the respective time requirements;
- providing superior quality customer service dealing effectively and fairly with tenant requests and concerns on a timely basis, involving the Property Managers or Building Technicians as needed;
- Following up with accounting department as needed to provide status or information regarding accounts payable, accounts receivable, financial statements; and
- Ensuring client matters are responded to in a timely manner and within regulatory guidelines.

Qualifications

- Completion of a high school diploma;
- Strong proficiency with Microsoft Office;
- General understanding of accounting principles and procedures;
- Familiarity with Yardi Voyager is an asset;
- Minimum 3 years' experience providing quality customer service with a proven ability to multi-task and prioritize demands;
- Taking direction and following through on assigned work in a timely manner.
- Providing effective and efficient administration in a fast-paced environment, including coordination of support services, accurate and timely record keeping, organization of events, etc;
- Diligently dealing with methods of organization and detail in performing his/her duties;
- Demonstrating maturity, confidence and tact, particularly when dealing with difficult issues or conflict; and
- Developing positive and professional relationships with a variety of people while practicing excellent verbal and written communication skills.

Start challenging yourself today in an environment that embraces diversity and rewards innovation with competitive pay and great benefits.

To apply for this opportunity, send your resume and cover letter to hr@petersonbc.com. Please note only Microsoft Word documents or PDF's will be accepted.

While we thank all candidates for their interest in joining our team, we will contact only those short-listed for an interview.