

## **Property Manager (Full-Time Position)**

Terra Property Management located in Vancouver is seeking an enthusiastic, energetic and driven, Property Manager to join our team. Reporting directly to the Operations Manager, this position is responsible for providing excellent property management, client and resident services. The successful candidate will be an experienced and licensed property manager under the Real Estate Act of BC who is a self-starter and conducts business in a collaborative, proactive and transparent manner.

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

- Overall responsibility and oversight of his or hers assigned portfolio that consists of 800 to 1000 residential units and in accordance to management service agreements
- Provide leadership, guidance and support to board of directors regarding the effective operations of the property, governing legislation such as the Co-op Act and Residential Tenancy Act, resident conflict and resolution and efficient financial control
- Supervision of contractors and trades and contracting for property needs as required by the client such as maintenance, security, cleaners or other professional services
- Attendance of client evening meetings including monthly board of director meetings, annual general meeting and general meetings
- Respond to after hour emergencies and mandatory participation of "On-Call" rotation
- Provide guidance, support and supervision of his or hers assigned supportive administrative and financial staff
- Preparation of annual operating budgets
- Preparation of monthly management reports
- Performing administrative functions where necessary such as resident and client correspondence, building notices and updating of key building information such as insurance, resident information etc.
- Regular site visits of his or hers assigned portfolio
- Client liaison to external associates, partners, stakeholders, funders and other professional associates

In addition to the day-to-day responsibilities, you are a great liaison and a people-person who is capable in providing exceptional property management and client services, while efficiently delivering on client service deliverables in accordance to the management service agreements. Your ability to manage time, multi-task, learn new tasks in a quick and efficient manner, and delivering multiple services with multiple deadlines timely are essential to this position.

The ideal candidate must possess the following skills, knowledge and abilities:

- Possesses superior communication skills, both written and verbal with a successful track record in working with clients, staff and residents at all levels
- Demonstrates confident public speaking to small and mid-size audience groups

- Demonstrates excellent organizational and time management skills and possess the ability to work in a high volume, fast paced and dynamic environment
- Proven abilities to resolve conflict on various levels
- Ability to multi-task and prioritize assignments in an extremely fast-paced environment
- Intermediate to advanced skills of Microsoft Office that includes, Word, Excel and Outlook
- Working knowledge of building maintenance, systems, preventative maintenance and capital planning
- Working knowledge of the Residential Tenancy Act, Cooperative Association Act and Strata Property Act
- Working knowledge of the non-profit and co-op housing sector
- Provide a positive and enthusiastic, hands-on approach with a strong focus to client and resident service
- Able to work outside regular business hours as required
- Frequent travel in the Lower Mainland

The ideal candidate must possess the following minimum experience:

- 3+ years of property manager experience with a portfolio size of between 800 to 1000 units
- Possess a Representative License to provide Rental Management Services as issued by the Real Estate Council of B.C. and willing to if not already in possession, a Representative License to provide Strata Management Services
- Possess a valid BC driver's license and reliable automobile

**Please forward your resume and salary expectations to [info@terramanagement.ca](mailto:info@terramanagement.ca) by no later than March 23, 2018. 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.**