



Job Title: Residential Property Manager
Job Location: Vancouver, BC
Status: Full-time

The Onni Group is a leading real estate firm based in Vancouver, British Columbia, Canada with offices in Toronto, Los Angeles, Phoenix and Chicago. This diverse company is vertically integrated with in-house departments responsible for execution of the company's activities including Development, Construction and Property Management.

There is an exciting opportunity to join the Property Management team in Vancouver as a **Residential Property Manager**. You will oversee a multi-family residential property owned by the company and be responsible for creating and controlling the operating budget, liaising with tenants and managing the on-site team.

Essential Duties:

- Operating the property within the financial guidelines, i.e. the budget, as established by the Regional Property Manager
- Managing the on-site team including maintenance and leasing operations
- Leasing of the property including marketing and showing vacant units and screening potential tenants
- Maintain, implement and enforce all policies and procedures, and ensuring that all personnel in are operating within those regulations
- Ensuring that all personnel respond to resident requests or complaints in a timely, efficient and courteous manner
- Ensuring that all personnel in all departments operate within OSHA (Occupational Safety & Health Act) standards and company safety policies at all times
- Reporting any unusual extraordinary circumstances regarding the residents or the property
- Additional duties or job functions as deemed necessary

Summary of Qualifications & Requirements:

- Completion of Rental Property Management Licensing Course
- Previous experience with Property Management in a multi-family community an asset
- High school diploma or general education degree (GED); or equivalent combination of education and experience
- Great communication skills both written and orally
- Clean driver's license and access to a vehicle

All interested applicants please submit your resume and cover letter stating your salary expectations to recruiting@onni.com OR [APPLY HERE](#)

We thank all applicants for their interest; however only those selected for an interview will be contacted.