

# FIRM MANAGEMENT CORPORATION

#200 - 1931 MOUNT NEWTON X ROAD  
SAANICHTON, BC  
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## Permanent, Full-Time Position Commercial Property Assistant

We are currently seeking a professional, ambitious individual to join our team. If you are able to multi-task, find satisfaction in engaging with and helping people, have good problem-solving skills and are looking for a career change, this may be the perfect opportunity for you. The ideal candidate is newly licensed as a Rental Property Manager or is looking to obtain their license in the next year while working/learning under an experienced professional. This is an entry level role designed to provide exposure to commercial leasing and property rental management.

We are seeking candidates who have:

- Rental Property Management license or are willing to take the requisite courses.
- Effective written and oral communication skills
- MS OFFICE skills
- Keen problem-solving skills and superior attention to detail
- Ability to function in a fast paced, varied work environment
- Strong organizational and time management skills
- Ability to build consensus with diverse groups
- A valid BC Driver's license and vehicle

For unlicensed candidates, a base salary will be provided while completing the Rental Property Management Licensing Course. The assistant is expected to provide administrative support in all aspects of commercial leasing and/or rental property management.

Licensed Managers can then expect:

- salary plus potential commission earnings.
- Car and phone allowances.
- 3 weeks vacation annually.
- Flexible hours
- Ongoing professional development.
- A comprehensive benefits package funded 50% by Firm Management.
- A collaborative, supportive environment of friendly, hardworking people.

Please apply with resume and cover letter to [ptanner@firmmanagement.com](mailto:ptanner@firmmanagement.com). Please note, candidates must have a valid driver's license and may be subject to a Criminal Records Check.