



**Property Manager-Cowichan**  
M'akola Housing Society - Duncan, BC

M'akola Housing Society (MHS) is an Indigenous housing provider committed to supporting vibrant, diverse communities in British Columbia for over 30 years. Our portfolio spans the province comprising over 1,600 units and involves property management, asset management and assisted living.

M'akola recognizes the following benefits for eligible positions:

- Paid vacation and paid sick leave
- Municipal Pension Plan (MPP)
- Extended health benefits, including prescription coverage and dental, among others
- Employee Assistance Program (counselling for employees and family members)
- Flexible work arrangements

**Position Summary**

The Property Manager is responsible for a full range of property management services. This includes the day-to-day operation of a region-wide residential housing portfolio, the supervision of administrative and caretaker staff, procurement, budget management and monitoring of contractor performance.

**Qualifications**

- Secondary school graduation or equivalent
- Post-secondary education in Property Management, Conflict Resolution, Leadership or a related area plus 3 years' related experience. An equivalent combination of education, experience and/or training may be considered.
- 5 years' experience supervising staff
- Experience working in the non-profit and/or affordable housing sectors
- Experience working in Indigenous communities considered an asset

**Required Knowledge and Skills**

- Excellent written and oral communication
- Knowledge of the *Residential Tenancy Act*
- Ability to demonstrate patience and tolerance and exercise tact, diplomacy and good judgement when dealing with upset, angry clients with diverse cultural, educational and socio-economic backgrounds.
- Excellent problem-solving skills.
- Ability to establish and maintain effective working relationships with staff and the public.
- Ability to multi-task and manage time in a fast paced environment
- Ability to work independently, and to contribute and co-operate in a team environment.
- Detail oriented with ability to maintain quality standards.
- Good working knowledge of computer applications including MS Word, Excel, and Outlook, and ability to manoeuvre between applications with ease.



Preference will be given to applicants of Indigenous ancestry (**please self-identify**) as per Section 41 of the BC Human Rights Code.

**Please submit your resume and cover letter to [humanresources@makola.bc.ca](mailto:humanresources@makola.bc.ca)**

In subject line indicate: Property Manager - Cowichan and your name

**Closing Date: June 29, 2018 @ midnight**

Only those selected for interviews

*For statistical purposes please indicate where you saw this job posting i.e. job site, email etc.*