

Devon Properties Ltd.
Victoria's Premier Property Management Firm



PROPERTY MANAGER

Victoria, BC

Devon Properties Ltd. ("Devon") is the leading real estate services and property management company in Victoria, BC, with a diversified portfolio of multi-family, commercial, and single-family clients. Devon is currently seeking a full-time Property Manager for the Victoria, BC office. The person in this role will assist in day-to-day property management functions for a specific portfolio of multi-family assets, and is responsible for all aspects of management pertaining to this portfolio.

The perfect candidate for this position is motivated, determined, professional, and ambitious, eager to learn and grow within Property Management. The candidate is great with remaining calm and patient, and communicating in a clear and professional manner at all times.

Job Description

Property Manager, Multi-Family Department

Duties include, but are not limited to, the below responsibilities.

Responsibilities

- Report directly to the Vice President of Residential Properties and/or Devon Partners
- Provide management services to a portfolio of residential properties
- Supervise caretaking staff and trades, ensuring buildings are maintained to a high standard.
- Manage resident relations
- Ensure rents are collected on a timely basis and manage collection of arrears
- Manage suite turnovers including inspections
- Organize and oversee regular maintenance and in suite inspections

- Manage major capital projects
- Initiate and complete Residential Tenancy actions as necessary
- Maintain all pertinent records regarding the properties managed
- Other projects as assigned

Qualifications

Technical & Functional Skills

- Highly proficient in MS Office (Word, Excel, Outlook, and PowerPoint)
- Ability to gain a strong command of new systems (e.g., property management software and similar systems)
- Current Property Management license
- Excellent customer service skills
- Comfort dealing with potential conflict situations
- Expert in multi-tasking, organizing and prioritizing
- Detail oriented with ability to work independently and prioritize workload
- Demonstrate a high level of integrity and professionalism
- Energetic, responsive team player with the interest to take initiative and work in a fast-paced environment
- Willingness to learn new technologies as the job requires

Education and Experience

- Prior experience in real estate / property management industry preferred
- Basic knowledge of accounting
- Completion of High School, GED or applicable life experience to the position
- Possess a valid Canadian driver's license and a vehicle

For more information and to apply for this job, please submit a resume to:

careers@devonproperties.com

We thank all applicants; however, only those selected for further consideration will be contacted. All successful candidates will be subject to background checks.