



## **LICENCED SENIOR PROPERTY MANAGER (Kelowna, B.C.)**

Our client, **LMP Management**, manages in excess of 20+ residential buildings as well as an extensive portfolio of warehouse space for the Stober Group of companies. **LMP** is committed to providing "best practices" in property management, with an exceptionally high level of service. With a focus on succession planning, coupled with an urgency to meet growing industry demands, the company is expanding to add an additional **Licensed Senior Property Manager** to their accomplished team.

### **The Candidate:**

- ▲ You have significant experience as a successful Property Manager with a proven track record of increasing levels of responsibility
- ▲ You bring a "benchmark" skill-set to the role
- ▲ You are focused on providing exceptional customer/tenant service within a multi-faceted residential /commercial environment
- ▲ You are positioned to advance your career to the next level of property managerial responsibility
- ▲ You are intent on joining an Okanagan Valley, industry-leading, property management organization

### **The Position:**

You will be joining an exceptional company with a team of property managers who are committed to providing extraordinary customer service and leading-edge management services to one of the largest family-owned and operated full-service property management and land development companies outside of the Lower Mainland. This position will demand the gamut of property management expertise and provide an ideal platform for unique career growth. A very competitive compensation package is being offered.

To discuss this extraordinary career opportunity, please contact **Patrick Walls, Executive Recruitment & Appraisals Inc.** at 250-878-4413 or submit your resume in confidence to [pdwalls@shaw.ca](mailto:pdwalls@shaw.ca) or [pat@executiverecruitment.ca](mailto:pat@executiverecruitment.ca). All applicants will be acknowledged.

Visit [www.executiverecruitment.ca](http://www.executiverecruitment.ca) for more details



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### KEY RESPONSIBILITIES

**We are looking for an experienced Licensed Property manager, but would consider a licensed individual who wishes to pursue a long-term career opportunity with a very competitive salary/benefits.**

- ▲ Internal office administration - demonstrating competency with Property Management proprietary software
- ▲ Data entry procedures, tracking rents, vacancy reporting
- ▲ Managing tribunal/arbitrations and small claims court proceedings, including evidence preparation, reviewing and submitting documentation, attending hearings
- ▲ Managing all tenant issues including, but not limited to, complaints inspections, attending move in/outs, completing documentation and lease signing
- ▲ Coordination of maintenance issues including dispatching of trades
- ▲ Daily / weekly contact with residential managers
- ▲ Monitoring compliance with safety standards, policies and procedures
- ▲ Assist with all on-site operations of portfolio to ensure compliance
- ▲ Working with team members to minimize expenditures and maximize revenues in adherence to budgeted cost parameters