

**Job Title:** Property Manager

Manage real estate portfolio with opportunity to assist with acquisition, development and sale of assets.

**Job Location:** Office in Port Coquitlam (Properties throughout GVRD, Alberta and USA).

**Job Status:** Full Time, Permanent.

**Company Description:** Based in Port Coquitlam, we are a real estate investment firm that specializes in industrial land acquisition and development. We are actively pursuing new opportunities and have holdings throughout the GVRD, Alberta and the USA.

**General Job Duties:**

- Market available space with help of local market realtor's and/or direct advertising.
- Screen potential Tenants to establish credit worthiness and assess risk of operations.
- Negotiate lease terms and work with legal counsel to draft lease agreements.
- Maintain property by addressing tenant complaints, completing repairs, contracting 3rd party contractors and enforcing rules of occupancy.
- Enforce lease provisions and/or terminate tenancies as required.
- Keeping current with market by reading professional publications, maintaining personal networks and participating in professional organizations .
- Assist with documentation required for financing and ongoing record keeping.
- Review annual property tax assessments and insurance policies.
- Maintain accurate rent roll for all properties.

**Qualification and Skills Required:**

- Strong interpersonal skills.
- Proficient in basic computer programs, including Microsoft Office/Excel
- Ability to perform with minimal supervision while able to follow direction when given.
- Refined negotiating skills.

**Education:**

We will consider any combination of experience and education related to real estate industry. Please highlight your qualifications in your cover letter. We will give extra consideration and offer highest compensation to Sauder graduates.

**Closing Date:** June 30<sup>th</sup>, 2020.

**How to apply:** Please forward you cover letter and resume to: [Kennedy@westernrugged.com](mailto:Kennedy@westernrugged.com)

Benefits:

- Extended health care
  - Dental care
  - Vacation & paid time off
- Salary: \$50,000.00 to \$65,000.00 /year