

Residential Property Manager

Full-Service Real Estate Brokerage in Downtown Vancouver looking for a full-time licensed Property Manager.

Our Residential Real Estate Portfolio is mainly based in Downtown Vancouver with the focus on providing our clients with a first-class experience.

The office is in Downtown Vancouver and the regular working hours are 10 AM – 6 PM (Monday to Friday), the schedule will need to be flexible to accommodate showing requests.

Duties and Responsibilities

- Respond to daily calls, texts, and emails
- Arrange showings with prospective applicants
- Perform move-in and move-out responsibilities
- Act as the frontline contact with landlords, tenants, and trades
- Ensure that all files are complete, accurate, and have properly executed documentation
- Provide high-quality customer service to all our landlords and tenants
- Handle tenancy placement
- Deal with day to day office operations
- Maintain property management data via our software (Buildium)

Qualifications

*****MUST HAVE Rental Property Management License in BC*****

- Working knowledge of the Residential Tenancy Act
- Strong proficiency with Microsoft Office and Google Products
- Ability to Priorities and Detail Oriented
- Strong customer service ethic
- Language: Fluency in English is a must
- Fluency in Mandarin is an asset
- Minimum of **2-year direct experience** as Property Manager
- Must be able to work in a team environment
- Passionate with Vancouver real estate

Salary will be based on experience

Submission deadline: December 25, 2020.

Please send your resume and cover letter to aisa@aisarealty.com. Thank you