



**POSITION: RESIDENT MANAGER/
PROPERTY MANAGER**

Woodsmere Holdings Corp. is currently seeking a qualified, live-in, Residential Building Manager for our 3 Brand new residential apartment buildings, located in Langford BC

Qualifications & Experience:

4+ Years of previous experience in residential property management

Knowledgeable of the BC Tenancy Act – RTB

Strong communication, multitasking and organizational skills

Strong computer skills, previous use of Microsoft Office, email and internet

Previous use of a property management software is an asset but not required, we will train the right candidate

Strong maintenance skills including but not limited to: light plumbing, painting, cleaning, general repairs and maintenance.

Responsibilities will include:

Leasing units, collecting rent, collecting security deposits and communicating with tenants.

Enforce the provisions of the BC Residential Tenancy Act.

Manage move-in/move-out reports

Work directly with the Senior Property Manager & Head office

Completing of work orders and repairs to occupied units

Prepare vacant units including patching walls, painting, repairs and installing appliances

Performing ongoing building maintenance and daily cleaning of common areas

As well as other duties as assigned.

**Competitive
Salary**

**Opportunities for
Career Growth**

**Full Medical
Benefits**

**Monthly
Incentives**

**Brand New
Building**

**Wages Based on
Experience**

WOODSMERE HOLDINGS CORP.

779 Blackberry Road,
Victoria BC, V8X 5J3

250-477-1207

Cover letter and resume to:
Info@woodsmere.ca