

## Job Overview

Alberni Low Energy Housing Society (ALEHS) is a non-profit society located in the beautiful Alberni Valley whose mission is to provide safe and affordable rental housing for families, seniors and individuals. We are **looking for a talented Property Manager** to assist our Board of Directors in launching our 46 unit Maitland Street Village project and continue managing our 11 unit Highview Apartments. ALEHS is a great place to make a difference in both the lives of others and the environment. Be a part of our unique group paving the way towards energy efficient affordable housing.

Society Website: [Alberni Low Energy Housing Society](#)

Port Alberni Website: [City of Port Alberni |](#)

## Responsibilities:

- Oversee, maintain and inspect all designated buildings and properties
- Coordinate ongoing maintenance and inspections to comply with all relevant laws, codes and society policies
- Select tenants through interviews and background checks
- Collect rent, complete deposits, and analyze operating statements
- Manage, as directed by society treasurer, an annual budget and report on financial and operational performance monthly to our board of Directors
- Manage on-site staff and vendor contractor relationships
- Address tenant complaints, violations and problems
- Prepare and maintain all records, correspondence and files
- Establish and maintain relationships with tenants and other stakeholders

## Qualifications:

- Completion of formal property management training highly preferred, equivalent work experience (minimum 2-3 years) in property management or combination will be considered
- Valid Property Management License preferred
- Highly proficient in use of technology and property management software
- Strong conflict resolution skills
- Proven ability to comply with operational policies and procedures, codes and regulations
- Must be able to read, write, and speak fluent English
- Exceptional organizational, problem-solving, attention to detail, and interpersonal skills
- Must have valid drivers license with reliable transportation
- Strong familiarity and working knowledge of affordable housing rules/procedures, anti-discrimination legislation and BC Tenancy Act
- Must be able to work full time and on-call
- Must pass a criminal record with vulnerable sector check and bondable

## How to Apply

Please email resume and cover letter to [albernilowenergyhousing@gmail.com](mailto:albernilowenergyhousing@gmail.com). Deadline for applications is midnight on August 20, 2021. For further information contact ALEHS Board Chair, Mike Ruttan, 250-720-7863.