



Making a Difference. Every Day.

[www.fsresidential.com](http://www.fsresidential.com)

## Property Manager

The FirstService Residential **Property Manager** provides management services to a diverse portfolio of buildings including Rental (Residential), Commercial & Commercial Strata, as well as individual units (condos and single-family homes) on behalf of investor clients.

**We are looking specifically, for someone who has a passion for managing a portfolio of rental buildings.**

Like all property management roles, success means building long-term relationships with our clients by maximizing the return on their property investment, balanced with harmonious relationships with tenants and others who interact with our properties.

### Responsibilities:

- Manage a varied portfolio of properties, delivering excellent property management services to the entire portfolio.
- Regularly interact with client owners (in person, phone, electronic) to inform and educate them about their property, and with tenants to address their concerns.
- Prepare and execute client agreements for property management.
- Negotiate and/or approve rental and lease agreements, and ensure agreement obligations are fulfilled.
- Prepare annual property budgets, authorize spending, and track budget variances.
- Coordinate large renovation projects.
- Hire, train and lead site staff, and liaise with site staff to prioritize repairs, general building maintenance and cleaning.
- Ensure that work performed on the properties adheres to safety standards for tenants, site staff and contractors.
- Handle occasional after-hours emergencies.

### Experience:

The ideal candidate will bring at least three years of experience as a leasing agent / property manager, managing different types and sizes of properties, and different client types and client situations. They will demonstrate a customer service mindset that encompasses superior



Making a Difference. Every Day.

[www.fsresidential.com](http://www.fsresidential.com)

written and oral communication skills. They will be highly efficient, organized and skilled at time management and have good knowledge of MS Office products.

They will have a strong understanding of building systems and operations and have thorough knowledge of the Residential Tenancy Act of British Columbia and the Strata Property Act. The successful candidate will be adept at using property accounting systems (e.g., Yardi) and building management and owner/tenant portals, and keen to implement new technologies and tools.

A current license for Rental Property Management issued by the Real Estate Council of British Columbia, a valid BC driver's license and access to a vehicle with business insurance are requirements of the role. A license for Strata Property Management is an asset.

#### **About FirstService Residential:**

FirstService Residential BC leads the property management industry as the only full-service provider of strata and rental management alongside a comprehensive suite of property services. FirstService is a values driven organization where we believe in making a difference every day by enhancing property values, and contributing to the communities under our care. Learn more about our mission and values here: <https://www.fsresidential.com/british-columbia/about-fsr/mission-and-values>

**FirstService Residential is proud to be an equal opportunity workplace.** It is our policy to promote equal employment opportunity for all current and prospective associates. This applies to all employment-related matters, including the recruitment process, hiring decisions, compensation and benefits. We are committed to providing and maintaining a working environment that is based on respect and preserves the dignity and rights of everyone in the organization. If you have questions before or during the application process about our equal opportunity workplace, please reach out to our Recruitment team.

#### **How to Apply:**

Please click here to submit your resume on Indeed - <https://ca.indeed.com/job/property-manager-8872ed4ecb534393>