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Senior Property Manager, Investment Properties

The **Senior Property Manager, Investment Properties** is responsible for providing management services to a diverse portfolio of buildings including Rental, Commercial & Commercial Strata, as well as individual units on behalf of investor clients in order to maximize the return on their investment.

Responsibilities:

- Negotiate and/or approve rental and lease agreements
- Ensure terms of lease agreements are fulfilled
- Prepare and administer annual budgets within established parameters
- Prepare and administer contracts for property services
- Monitor and coordinate necessary repairs
- Respond promptly to calls and requests from owners and tenants
- Communicate with owners on an ongoing basis both verbally and in writing
- Hire, train and supervise site staff
- Attend Council and Annual Meetings of Strata as required
- Must be available for occasional after hours calls or emergencies.

Experience:

The ideal candidate will bring at least ten years' experience as a property manager, responsible for a diverse portfolio that included premium properties. They will demonstrate a customer service mindset that encompasses superior written and oral communication skills. They will be highly efficient, organized and skilled at time management and IT tools (particularly MS Office). 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.

A current license for both Rental & Strata 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.



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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/senior-property-manager-investment-properties-2fd370599eaca52e>