



## **WHITETAIL HOMES JOB DESCRIPTION**

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### *PROPERTY MANAGER*

Whitetail Homes is a real estate developer and general contractor specializing in the construction of multi-family homes. As an extension of its current operations, Whitetail Homes is seeking to hire a full-time in-house property manager for our property management division.

The Property Manager will be a key member of the senior management team responsible for building operations and tenant relations of various residential and commercial projects located in the Fraser Valley, Whistler and Alberta focusing on a 49-unit apartment building in Chilliwack, B.C. as a start.

The ideal candidate will be a strong communicator and creative problem-solver who enjoys the challenges of handling unpredictable events. You are resilient and highly effective when dealing with a diverse range of people. In addition, you have an “owner’s mentality” with a strong understanding of property management practices in BC. This position will best suit someone with a strong desire to grow their professional career as the company’s portfolio and department grow.

**Position:** Property Manager

**Employment type:** full-time

**Direct Report:** General Manager/Controller & Owner

**Compensation:** Salary, competitive based on experience, range \$36,000 - \$84,000

**Benefits:** Complete benefits package after a three-month probation period; Continuing education opportunities (conferences, workshops, online courses)

**Portfolio Regions:** Fraser Valley / Whistler / Alberta

#### **Key Responsibilities:**

- Conducting site visits to ensure buildings and suites are consistently well-maintained and operate in compliance with all applicable regulatory requirements on a cost-effective basis.
- Managing operating costs, coordinating service contracts, and ensuring that work orders, renovations, and capital projects are completed within budget and to the satisfaction of the Owner/Senior Management.
- Developing and administering the operating and capital budgets for properties (subject to owner(s) approval).
- Managing and organizing outside building contractors to complete repairs and maintenance work as required.
- Ensure the general safety of residents and maintain top-quality curb appeal.
- On-call emergencies evenings and weekends.
- Managing marketing efforts and advertising of units for rent as required.
- Book viewings of suites and interview potential tenants.
- Preparation of lease documentation.
- Complete accurate detailed move-in/out reports for each tenant and supervise moves to ensure security is maintained.
- Issue notices/ letters to tenants when applicable.
- Ensure timely rent payments. If necessary, take steps to evict delinquent tenants.
- Comply with regulations as contained in the Residential Tenancy Act (RTA).



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#### **Qualifications:**

- Ideal candidates will hold a valid Property Management License under the BCFSA or completed similar relevant education i.e. Professional Real Estate Advanced Diploma program from BCIT.
- Experience with residential and commercial property management is an asset but will train motivated person(s) with good skills.
- Extensive knowledge of the Residential Tenancy Act (RTA) and the Real Estate Services Act.
- Working knowledge of Commercial and Residential Lease Agreements and Management Agreements.
- Ability to develop positive and professional relationships with a network of key stakeholders.
- Great communication skills both in verbal and written forms.
- Strong aptitude for problem-solving, accountability, and managing multiple scopes concurrently.
- Efficient and effective project management and ability to meet deadlines while producing quality work.
- Ability to work well independently.
- Strong leadership capabilities with the potential to lead a team as the department grows.
- Demonstrates a high level of professionalism and ethical conduct.
- Ability to respond to all emergencies effectively and efficiently.
- Vehicle required.
- Willingness to travel.
- Computer skills in spreadsheet, database, and word processing applications.
- Experience with property management software specifically Rent Manager is an asset.

Thank you for your interest in this opportunity. Please submit all applications to [careers@whitetailhomes.ca](mailto:careers@whitetailhomes.ca). Short-listed candidates will be contacted.