

RENTAL PROPERTY MANAGER - Residential rental properties.

We are a very well established and stable Real Estate Company of over 30 years with offices in Campbell River and Port Hardy. We also have a mid-sized property management division which is in need of an additional team member.

The Company: Royal LePage Advance Realty is a dynamic locally owned Real Estate Brokerage which is very committed and involved in the community. Founded in 1982 our main office has been in the same downtown location continuously ever since. • Our Corporate motto, "Helping you is what we do" truly describes the position that all employees and our independent contractors adhere to.

THE POSITION: We're looking for is a Rental Property Manager as defined by the Real Estate Council of BC.

THE COMPENSATION We're offering will depend entirely on experience and qualifications.

We offer extended medical/dental coverage

We also the opportunity to live in a smaller, more relaxed community.

REQUIREMENTS: Successful applicant needs to have

Some bookkeeping and accounting skills

Good computer skills

Property management experience

Basic understanding of residential tenancy legislation

Clean drivers abstract and valid class 5 license

RESPONSIBILITIES:

Move in/move out inspections.

Reviewing and vetting rental applications

You will be expected to complete the rental property management course and pass the licensing exam (at employers expense).

showing vacant properties to prospective tenants

Routine quarterly inspections

Coordination of repairs

Fielding tenant enquiries

THE LOCATION: Royal LePage Advance Realty is based in Campbell River. This is a great place to live we have 4 season recreation available, vibrant Arts community new hospital, room to grow and explore the most that Vancouver Island has to offer.

WHY SHOULD YOU APPLY?

Fair compensation package

Room for growth

Excellent community with access to outdoor activities

Supportive local ownership and management

HOW SHOULD YOU APPLY?

Send Resume, cover letter and contact info to Crmanager@royalpage.ca