

## **Manager – Residential rental properties.**

We are a very well established and stable Real Estate Company. We also have a mid-sized property management division which is in need of management and leadership.

**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 we have been in the same downtown location continuously ever since as the top market share firm.

- 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 manager of the Rental Property Department.

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
- Ability to manage and train others while establishing procedures to improve productivity

### **Responsibilities:**

- Preparation of income statements for all owners
- Preparation of bank reconciliation statements each month.
- Reviewing and vetting rental applications
- Scheduling inspections
- Delegating responsibilities to subordinate staff members
- You will be expected to complete the rental property management course and pass the licensing exam (at employers expense).
- Prepare budget
- Expand on the existing portfolio

**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 [Crowner@royallepage.ca](mailto:Crowner@royallepage.ca)