

July 26, 2019

**CONFIDENTIAL**

**Position:** Residential Rental Property Manager  
**Location:** Lower Mainland (Vancouver, North Vancouver, & Delta)  
**Availability:** Immediate.

**Description:**

A property management position responsible for a residential and mixed rental (residential and commercial) portfolio. This position includes tenant administration, maintenance and repairs, related projects, resolving tenant issues, direct oversight of both tenants and resident caretakers and all associated, general day to day activities. The position offers the opportunity to work as part of a team, alongside highly capable individuals managing a wide variety of commercial properties.

**Required Skills:**

The fully qualified candidate will have the following:

- Rental Property Management License.
- Experience in residential property management and excellent knowledge of the Residential Tenancy Act of B.C., Residential Tenancy Branch and be familiar with Landlord BC.
- A valid B.C. Rental Property Management License.
- A valid B.C. Driver's License, and a reliable vehicle insured for daily business use.
- Competency with Microsoft Office Suite.
- Two years (minimum) relevant property management experience.
- Construction and/or building systems knowledge.
- Excellent command of the English language, oral and written.
- Excellent organization, communication, and customer service skills.