

WestUrban Properties Management Ltd. is residential property management company with WestUrban Developments Ltd. We are looking for an experience Property Manager for our apartment in Duncan. The Property Manager provides critical hands-on leadership in a residential rental building. The Property Manager is responsible for the overall performance of the property by maximizing profitability and maintaining corporate standards within established operational and budgetary objectives. This includes effective marketing, efficient administration, expense control, income maximization, ensuring the proper physical maintenance of the building and surrounding property and daily management and training of support staff. The Property Manager is required to work flexible hours if needed.

Key Responsibilities:

- Ensure resident issues and service requests are addressed within 24 hours
- Show and lease suites to prospective residents
- Ensuring the proper physical maintenance of the building and surrounding property
- Oversee contractors to ensure required maintenance and repairs completed properly
- Fostering a friendly and professional environment for residents, prospects, service providers and contractors
- Negotiate lease renewals in conjunction with established targets
- Scheduling move ins and outs processing documentation
- Coordination of month-end duties and responsibilities
- Implement and maintain policies and procedures for daily operations, set work schedules, respond to customer inquiries and complaints, Enforce policies and procedures
- Coordinate activities of on-site cleaners
- Ensure a high level of customer service for current and perspective tenants
- Renting of units in the building and oversee the leasing process and collection of rent
- Establishing and maintain comprehensive files on current tenants, suppliers and contractors
- Coordinating and maintaining Health and Safety of the building
- Clerical office duties

Qualifications:

- One year's experience in experience in multi residential property management
- Strong analytical skills and good judgment
- Excellent organizational and time management skills
- Strong work ethic and positive attitude
- Strong attention to detail
- Able to multi-task and work under pressure
- Effectively manage and coordinate resources and activities to accomplish property and objectives and goals
- Document use, oral communication, working with others, problem solving, decision making, critical thinking, computer use and continuous learning