



Property Administrator

WestUrban Developments Ltd. is a vibrant, fast-growing real estate development company. Our team has over 30 years expertise in construction management, customized development and development planning in Western Canada and Vancouver Island. We believe that positive relationships are the cornerstone for success, and we strive to build strong teams built on respect, integrity, and safety. Our positive environment encourages and empowers our teams to find innovative solutions and overcome challenges.

If this sounds like the place where you would like to grow your career, we are currently seeking a motivated, full-time, Property Administrator to join our Property Management team. The Property Administrator works closely with the Property Manager to ensure all needs for a residential rental building are met. Responsibilities include coordination for showings of units, processing applications and leasing documentation, coordinating repairs and maintenance requirements, and providing daily support to tenants as required. This position is required to work flexible hours if needed.

Responsibilities

- Schedule and meet with potential tenants to show units;
- Process rental applications, completing background checks and previous landlord verifications;
- Assist in preparing leases and other required tenancy documentation, maintain associated filing and data entry;
- Prepare new tenant welcome packages and renewal packages
- Act as tenant liaison coordinating responses to day-to-day tenant requests
- Respond to tenant issues and questions in a professional and timely manner, providing excellent customer service. Escalate complaints to the Property Manager as required;
- Represent WestUrban Developments in a professional manner at all times;
- Work with the Property Manager to oversee repairs and maintenance required for the building. This includes booking contractors, obtaining quotes and managing the maintenance schedules.
- Ensure all maintenance work is complete on time and proactively identify potential maintenance needs by doing daily building checks;
- Help with Move In's and Out's
- Flexible to work weekends
- Provide administrative support to the Property Manager as required.

Qualifications

- One year's experience in multi-family residential property administration is an asset;
- Intermediate knowledge of MS Word and Excel is required, previous experience with Buildem is an asset;
- Self-motivated with a positive attitude and a results-oriented approach;
- Clear and effective written and spoken communication skills;
- Strong prioritization skills with the ability to meet deadlines and take responsibility for your work;

- Ability to think creatively when problem solving, proactively adapting to challenges;
- Strong interpersonal skills with ability to build positive relationships and to work well in a team environment;
- A high degree of professionalism and ability to maintain confidentiality;

We provide a competitive salary and benefits package for the right candidate. If you are interested in this exciting opportunity please send us your resume and cover letter.

We are committed to the principles of employment equity and encourage applications from all qualified candidates. We thank all applicants for their interest however only those selected for further consideration will be contacted. This job posting will remain open until the role has been filled.