

Property Manager

Founded in 1992 and focused in the Metro Vancouver region, Rize is a full-service real estate development, construction management and property management company. Our current portfolio has over \$2 billion in project value resulting in 2,600 homes and 620,000 square feet of commercial space. With close to 3 million square feet in active or planned construction starts, we create places that matter.

Our team has found great success with a collaborative approach, a place where suits are rare and working smart is the norm. We take great pride in this dynamic culture and the brand that represents it, and use it to create communities that are unique to themselves and meaningful to those who live and work within them.

In the last 3 years, we have doubled in size and continue to search for the right people to join our team. Never stagnating, always evolving. We are full of intention, aspiration and most importantly - action.

We currently have an opening for a Property Manager. In this role, you will be managing Rize's diverse and unique portfolio of commercial and rental residential properties. Reporting to the VP of Asset Management and Acquisitions, you will be leading Rize's in-house Building Services team, head office reception and site-specific property management staff.

Major Responsibilities:

- Develops building operating budgets, reviews and analyses revenue and operating costs to ensure compliance with lease agreements
- Manages the property's budget by making sound fiscal decisions to increase the net operating income of the portfolio
- Assists in the preparation of various leasing documents including offer to lease, lease agreements, amendments and renewals
- Assists with lease analysis as part of due diligence process for potential acquisitions
- Maintains properties and tenant profiles and leasing information and prepares monthly rent rolls
- Helps maintain the accuracy of resident ledgers and files
- Processes quotations, invoicing and billings for all rental properties
- Manages the coding of invoices according to the budget schedules
- Manages expenditures to ensure they are properly authorized, coded and are within budgets
- Reviews and tracks the Budget including monitoring of expenditures.
- Sends notices of late payments, arrears, NSF cheques and reminders of payments due
- Leads rent collection efforts, specifically with delinquent residents. This may involve lease termination and legal action if necessary
- Prepares credit applications to vendors
- Liaises with tenants, suppliers, building managers and other property management companies
- Prepares invoices to tenants for various work such as keys and repairs
- Assists with the process of relocation of tenants for development projects from establishing tenant/lease information, drafting various documents and correspondence, liaising with relocation consultants
- Acts as liaison between Property Management and Accounting Department

- Property inspections including traveling to buildings, noting cleanliness, items in need of maintenance, vacant unit maintenance, tenant liaison and interaction
- Oversees the inspection of apartments during move-in and move outs, walking apartments and the community as needed.
- Oversees tours and reviews leases of apartments as necessary
- Reviews residential applications for housing and communicates next steps to Resident Manager
- Arranges for and helps oversee the activities of contract and consultant service representatives
- Coordinates repairs, maintenance and renovations carried out within portfolio
- Manages the sourcing and coordinating trades to efficiently resolve maintenance issues
- Manages tenant parking contracts for applicable projects
- Prepares contracts and oversees administration for properties, such as cleaning and maintenance, security services and alarm systems and others when necessary
- Administers contractual services including landscaping, snow removal, HVAC maintenance, roofing, painting
- Monitors proposals and service agreements to ensure compliance with contract guidelines
- Maintains all property management related records
- Maintains and monitors warranty information
- Addresses the concerns of current and prospective residents in a friendly and professional manner
- Deals with enquiries and correspondence from owners, tenants, and vendors
- Prepares correspondence and memos to vendors and tenants
- Keeps tracks of all insurance certificates from tenants
- Creates and compiles information for tenant handbooks
- Sets the standard on how other staff members engage prospective and current residents
- Trains staff as necessary and models effective sales and negotiation techniques on a daily basis
- Ensures all Property Management policies, procedures and operations are conducted effectively
- Attends site visits, when needed
- Oversees the management of key copies for each property, and maintains system to track keys and fobs and facilitates billing of their deposits
- Manages expenses and maintenance for Head Office

Qualifications

- Relevant working experience in residential and/or commercial rental property management
- Strong Microsoft Excel Skills
- Full understanding of the Residential Tenancy Act
- Excellent communications skills, both oral and written
- Very good organizational and time management skills
- Good analytical skills, ability to reason and make sound judgments
- Ability to maintain high standards of ethical conduct

- Effective customer service skills

To apply, please fill out the application form found at the following link:

<https://rize.bamboohr.com/jobs/view.php?id=53&source=aWQ9Nw%3D%3D>

We thank all applicants for their interest; however, only those selected for follow-up will be contacted.