

Position: Resident Manager**Our Company:**

Qualex-Landmark™ has been building boutique experiences for homeowners for well over 20 years. Our portfolio is defined by quietly iconic residential communities that result from our highly detailed approach to development.

This Opportunity:

We are looking for a qualified and professional resident manager to join our team, to provide consistent, polite, and effective property management services to our tenants. This role includes the following responsibilities:

- Respond effectively, quickly, and politely to all tenants, prospects, and team members
- Market suites on turnover, and prepare suites for showings
- Show suites, screen potential tenants, including reference and credit checks and prepare lease agreements for approved tenants
- Create clear and detailed move-in and move-out reports
- Keep organized, detailed, and confidential records of all tenants, and applicants
- Keep all units maintained and hire and/or supervise all work that needs to be done to keep the suites and the building in impeccable condition
- Keep up to date on the Residential Tenancy Act and keep the units in line with these guidelines, rules, and regulations
- File and attend Residential Tenancy Branch hearings (as required)
- Review monthly rent rolls and expenses and ensure the Controller has payments for all Tenants and follow up on any non-payments
- Perform frequent security patrols of the building
- Prepare vacant suites for new Residents by completing necessary repairs and/or cleaning and painting
- Coordinate and schedule trades, suppliers and contractors
- Inspect common building areas and identify required maintenance, including mechanical, security, garbage/recycling, landscaping, etc.
- Conduct regular suite inspections
- Maintain an active database and complete files of all units
- Provide weekly updates on the status of all units
- Manage all the rental administrative duties, as determined by Qualex from time to time
- Ability to work a varied schedule, including evenings and weekends

The Candidate:

To thrive, applicants must be flexible, self-motivated, detail-oriented, and highly organized. In addition to these qualities, the ideal applicant will have:

- A minimum of 3 years' experience as a Resident Manager
- Experience with Microsoft Word, Excel, and Adobe Acrobat
- Excellent verbal and written communication skills
- Have a valid driver's license and a reliable vehicle
- The skills and capability to perform building maintenance and housekeeping
- The ability to work independently

To Apply:

If you are interested in this position and meet the qualifications above, please email your resume and cover letter in .PDF format to careers@qualex.ca. Please also include your salary expectations.

We appreciate your interest in working with Qualex-Landmark™ and are always on the lookout for talented people to join our team, but please note that only a select few will be contacted for interviews.

