

ARAGON

Job Title: Senior Property Manager

Reports To: Director of Leasing

WE CREATE UNIQUE EXPERIENCES DESIGNED TO MOVE YOU FORWARD.

We create new design standards. We challenge old real estate models. We embrace the importance of living in a changing environment. We contribute to neighborhoods with undiscovered potential. We find comfort in the unexpected.

From inception over 30 years ago, Aragon has focused on innovative and distinctive design combined with outstanding quality. Honoring these values expresses our desire and commitment to creating sophisticated homes.

Who are we? **We are Aragon!**

THE OPPORTUNITY

Working for a developer, this role will manage our portfolio of commercial and rental properties throughout the Lower Mainland. The Sr. Property Manager will be responsible for, but not limited to:

- Supervision of both property management and site staff.
- Budget preparation for all properties.
- Attendance at Annual General Meetings on behalf of the developer when required.
- Oversee all property management responsibilities including arranging new staffing, security coverage, cleaning, repairs and maintenance of our rental properties.
- Manage renovation and maintenance of projects, including obtaining all the necessary permits, negotiating with contractors and ensuring compliance with City and Municipal bylaws and company guidelines.
- Oversee all resident managers and conduct bi-weekly meetings to address any building concerns.
- Obtain proposals and hire management companies for residential strata buildings once occupancy obtained.
- Assist the Director of Leasing & Acquisitions with potential commercial tenants.
- Have a strong understanding of management protocol and responsibilities.
- Obtain quotes and award insurance for our rental properties.

Qualifications:

- 10+ years' experience in a related position
- Strata Management License
- Rental License
- Excellent planning, prioritizing and project management skills
- Previous exposure to commercial leasing and a general understanding of the leasing process
- Ability to work independently while leveraging resources (people, processes, departments, tools).
- Strong problem-solving ability and exceptional verbal and written communication skills;
- Natural team player


Benefits


- Be part of a Creative, Forward Thinking Team!
- Education Assistance Benefit Program
- Healthy Lifestyle Fitness Reimbursement
- Dental/Medical Benefits
- Health Spending Account


If you are interested in joining a dynamic team, please send your cover letter and resume to careers@aragon.ca

Get to know Aragon

 *Aragon Development Corporation*

 *@AragonForward*

 *@AragonForward*

 *@AragonProperties*