

# RESIDENT MANAGER

## JOB POSTING

### SURREY, BC

#### About Townline

The Townline Group is a Real Estate Development Company primarily focused in the Lower Mainland and Vancouver Island. Our development and construction portfolios are diverse and consist of mixed-used multi-family and commercial construction, as well as non-market and purpose-built rental housing. Townline is a well-rounded company with proven teams specialized in the areas of Development, Affordable Housing, Finance, Acquisitions, Construction, Sales, Marketing and Customer Care all housed under one roof. Townline has been building homes since 1981 and believe diversity is the cornerstone to our success and longevity.

Currently we are in need of a dedicated live-in Resident Manager in Surrey, BC. The ideal candidate is a highly organized individual who is an effective communicator and a creative problem solver that has previous experience as a Resident Manager.

This is an exciting opportunity for someone who would like to work with one of BC's most respected and proven residential and mixed-use developers.

#### Role & Responsibilities

Reporting to the Property Manager, the Resident Manager is responsible for a low rise residential rental apartment building in the Surrey area. The successful candidate must be flexible with working hours to accommodate the needs of tenants as well as after-hours emergencies.

The duties of the Resident Manager may include but are not limited to:

- Handling tenant matters and rental administrative duties, including resolving tenant disputes as it related to standards outlined by the Residential Tenancy Act;
- Cleaning and general maintenance of the building and grounds;
- Coordinate and perform ongoing repairs to the common areas of the inside and outside of the building involving but not limited to, painting suites and common areas, dry wall repairs, basic plumbing repairs, replacements of lights, replacement of door locks;
- Ensuring turn-over suites are ready for new tenants;
- Arranging suite cleaning or helping to clean if necessary;
- Ensuring repairs/upgrades are completed in suite;
- Coordinating trades;

- Ordering materials/supplies in a timely manner;
- Complying with Workers Compensation Act; Occupational Health and Safety Regulations and Residential Tenancy Act.

**Skills and Requirements:**

- Previous experience as a Resident Manager of rental complexes preferred;
- A self-starter with a willingness to ask questions and find solutions;
- Ability to work independently and in cooperation with the off-site Property Manager
- Ability to develop and maintain good relationships with tenants and contractors;
- Effective written and oral communications skills;
- Proficiency in Microsoft Office and Adobe Acrobat;
- Knowledge of or experience in trades and maintenance work is desired.

**Applications:**

Please apply via BambooHR at:

<https://townline.bamboohr.com/jobs/view.php?id=52&source=aWQ9MTY%3D>

We thank you in advance for applying; however only those short listed will be contacted.