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Rental Coordinator

About Polygon

British Columbia owned and operated since 1980, the Polygon family of companies has built more than 30,000 homes throughout the Lower Mainland, from concrete high-rises and wood-frame condominiums to townhomes and single-family communities. With over four decades in business, Polygon has earned the trust of thousands of families by committing to quality design, sound construction and exceptional customer service.

Reporting directly to the Vice President of Property Management, the Rental Coordinator is responsible for providing clerical and administrative support for the general operation of Westwood Ridge, a Polygon affiliated company, and its Property Managers. This role will provide exposure many different facets of property management including commercial, residential and new purpose-built rental buildings.

Responsibilities

- Providing administrative support to multiple property managers
- Booking and scheduling rental showing appointments for prospective tenants
- Processing and data entry of invoices and rental applications
- Coordinating and input monthly rent collections
- Reception duties: including receiving and directing incoming telephone calls
- Preparing leasing documentation, letters and notices for the Property Manager's review
- Preparing and posting rental advertising via online platforms
- Tracking and preparing weekly reports on rental stats
- Organization and updating of the central filing system and Salesforce data
- Other duties as required

Requirements

- Excellent verbal and written communication skills
- Knowledge of the BC Residential Tenancy Act an asset
- Completion of post-secondary education
- A minimum of one (1) year of experience providing quality service within an office environment
- Working knowledge of computer applications including Word, Excel and Outlook
- Ability to maintain a polite, professional, cooperative personality and have a willingness to assist others
- Proven ability to multi-task and prioritize demands
- Strong organizational skills and attention to detail
- Ability to work independently and take on new challenges
- Basic accounting skills and knowledge of Salesforce are an asset
- Behave in a professional, mature and respectful manner as a representative of Polygon and Westwood Ridge
- Ability to thrive as a team player in a busy multi-tasking environment
- Mandarin/Cantonese, Farsi or Korean language skills would be an asset
- Fully vaccinated for Covid 19

Westwood Ridge offers competitive salary and benefit packages along with a reputable corporate culture as a leader in the industry. Please email your resume and cover letter to careers@polyhomes.com.

We thank all applicants for their interest and will only be in touch with shortlisted candidates.