



Title: Pre-Occupancy Representative

Location: Various job sites in Surrey and surrounding area

Job Overview

Reporting to the Director, Construction, as the **Pre-Occupancy Representative** you will conduct home inspections for homeowner possessions. You also provide written reports and proofs for quality assurance.

Your day-to-day responsibilities will include:

- Conducting QAQC walkthroughs to inspect homes and producing deficiency lists.
- Repairing and reporting common deficiencies to the Manager, Field Operations.
- Staying current on warranty and product information to conduct accurate Homeowner Orientations.
- Ensuring homeowners understand warranty guidelines, policies, procedures, and required Homeowner Maintenance during homeowner walkthroughs.

As our ideal candidate, you are...

- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Mindful; you respect diversity and deal with sensitive situations in high standards of integrity.
- Excellent service oriented; you handle relations with customers, internal and external parties with tact and diplomacy.
- A creative problem solver; you think outside the box for solutions without fear of failure.

Essential Requirements

- High school diploma, or equivalent.
- Minimum 3 years of customer service experience in the Construction industry.
- On-the-tools experience for repairing deficiencies is required.
- Valid driver's licence and access to a reliable vehicle.
- Satisfactory verification of criminal record check and driver's abstract.
- Comfortable using office equipment and Microsoft Office Programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).

What We Value

- Creating trusting and successful working relationships.
- Taking responsibility for the outcome of decisions and actions.
- Cooperating with team members in an open, supportive and respectful manner.
- Staying current with technical job skills.
- Consistently meeting customer expectations.
- Setting clear, measurable and achievable goals.

Working Conditions

You primarily work on site during business hours with travel to sites required on a frequent basis. Work outside of normal business hours in event of an emergency or overtime may occasionally be required.

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reasons to come to work every day.

About Us

StreetSide Developments is the multi-family division of Qualico and has developed apartment style, town home style, detached houses and luxury condominiums throughout Western Canada with projects ranging from innovative urban development to historic retrofits. StreetSide Developments operates in Winnipeg, Edmonton, Calgary and Vancouver. To learn more, click [here](#).

At StreetSide Developments, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Closing Date: February 3, 2023

[Apply Here](#)