

Position: Property Administrator

The Opportunity:

Working directly with the Director of Asset Management and Homeowner Care, and our Vice President of Operations, the Property Administrator will support our growing portfolio of residential and commercial properties.

Duties:

- Assist in the day-to-day operations of Qualex-Landmark's™ properties;
- Provide direct communication with and assistance to residential and commercial tenants;
- Respond directly and immediately to property-related issues as they arise via email or phone;
- Procure necessary materials or services for property maintenance, as needed;
- Collaborate with property management team to create advertisement materials;
- Utilize productivity software to generate and deliver communications for tenants and other stakeholders;
- Prepare rental status reports in Excel and rental property software for Accounting team;
- Manage and file all tenant forms and data to ensure it is accurately entered into Buildium software system or other related software systems;
- Provide weekly reports and updates on the status of all properties;
- Run errands or purchase supplies as requested;
- Travel regularly and work on site at our residential and commercial properties located in Vancouver, Coquitlam, and the Lower Mainland.
- Perform ad-hoc tasks at property sites that require the physical ability to lift items or boxes up to 50lbs;
- Provide weekend/holiday coverage for the onsite Resident Managers, which will include having the building phone overnight for emergencies;
- Support the Vice President of Operations and Accounting team with duties as requested.

The Candidate:

To thrive, applicants must have an appetite for attention to detail, are self-starters, and have an ability to manage multiple requests at once. They also need to be able to communicate in the English language both verbally and in writing, and be trustworthy with confidential information.

In addition to these qualities, the ideal applicant will have:

- 2+ years' experience as an Administrator, Receptionist, Office Assistant, etc.
- Bachelor's degree or post-secondary education
- Real estate property management experience (not required but nice to have)
- Extensive experience with Adobe Acrobat with editing PDFs, creating fillable forms, and organizing files

- Strong experience in Excel with creating tables, reports, and navigating calculations
- Comfortable with Microsoft Suite and G Suite (Docs, Sheets, email)
- Ability to communicate effectively and positively with current and potential tenants
- Valid Driver's license
- Ability and willingness to drive to properties within the lower mainland

About Us:

Qualex-Landmark™, one of Western Canada's most respected development groups, has been building boutique award-winning residential and mixed-use properties for over 30 years. Our portfolio is defined by quietly iconic communities, born out of our highly detailed approach to development. With over 2,500 homes and 23 outstanding communities built to date, our uncompromising commitment to quality construction and innovative design has cemented our reputation as a trusted developer. We are a company focused on growth and have built a philosophy of doing the right thing with a humanistic approach.

Compensation & Benefits:

- Annual salary: \$55,000-\$65,000
- Paid vacation
- Extended health insurance, including dental, vision, etc.

Hours & Location:

Full-time position, Tuesday to Saturday. Candidate must be ok working a flexible location schedule with two days a week minimum at building locations (Vancouver, Coquitlam) and other days working at our head office in downtown Vancouver. All property sites are conveniently located right next to Skytrain lines. Please note this role also requires you to be on call and provide vacation coverage for the onsite Resident Managers.

To Apply:

Individuals meeting the criteria above are asked to submit their resume with cover letter in PDF format via email to careers@qualex.ca.

While we thank all candidates for their interest, only select individuals will be contacted for follow-up.