

WorkBC Employment Services – Job Posting

PROPERTY MANAGER

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Whistler Personnel Solutions
City of the Job	Whistler
Address of the Job	
Job Type	;#Full Time;#Permanent;#minimum 2-year commitment;#
Availability Requirements	;#Monday to Friday;#Shift Work Required - Enter Shift Details Below;#9am-5pm schedule with flex days; occasional on call after hours work or weekend work required.;#
Level / Salary Range	\$55K - \$60K/yr
Years of Experience	
Position Area	Professional
Date Job Posted	1/30/2019 12:00:00 AM
Application Deadline	2/28/2019 12:00:00 AM
Contact Name	Jacki
Contact Phone Number	
Contact Email	talent@whistler-jobs.com
How to Apply	www.whistler-jobs.com/job/prop-manager/ Applications received via email will be redirected to the website
Job Description	<p>A long-time local property management company has a rare opening for a Property Manager to oversee an established portfolio of long-term rental properties. Ideal for an experienced customer service professional looking to build a career in property management without the headaches of working every weekend and holiday. Competitive salary and excellent benefits including an annual ski pass will be provided to the right candidate.</p> <p>Responsibilities Include:</p> <ul style="list-style-type: none"> - Providing excellent customer service and building strong relationships with owners and tenants. - Representing the company and communicating regularly with owners. - Managing tenants including negotiating and enforcing lease agreements. - Managing contractors and service providers. - Performing general maintenance repairs as needed around the property.

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	<ul style="list-style-type: none"> - Maintaining high property standards. - Enforces occupancy policies and procedures by confronting violators. - Preparing reports by collecting, analyzing, and summarizing data and trends.
Accessibility	
Desired Qualifications and Experience	<p><i>The Perfect Candidate:</i></p> <ul style="list-style-type: none"> - A customer service superstar with excellent communications skills. - Current BC Property Management license beneficial or it can be obtained within the first year of employment (employer will fund training). - Property management and or facilities management/general maintenance experience beneficial - Must excel at taking ownership of responsibilities and making decisions independently. - Must have your own vehicle and cell phone (expense allowance will be provided). - Excellent problem solver and able to calmly deal with crisis or conflicts as they arise. <p><i>Additional Information About this Role:</i></p> <ul style="list-style-type: none"> - Long-term career role requiring a minimum 2-year commitment. - Full-time, Monday – Friday 9am-5pm schedule with flex days; occasional on call after hours work or weekend work required. - Salary in the range of \$55,000 to \$60,000/year depending on experience. - Benefits/Perks include a ski pass, educational funding and support, “light” schedule during Xmas holidays; medical benefits; auto and cell phone allowance. - BC Property Manager Course and on-the-job training will be provided by employer.
Opportunity Type	?