



Woodbridge Homes is seeking a Residential/Commercial Portfolio Manager to join our team!

about Woodbridge:

Woodbridge is Vancouver-based developer with approximately one thousand residential units over six major projects in the immediate pipeline, including 300 apartment units commencing construction this year. We design and build desirable multifamily homes and focus on emerging areas of the Lower Mainland that are within the price point of many local buyers and renters. The result is vibrant, livable communities where residents can truly thrive.

the role:

The Portfolio Manager is responsible for the day-to-day operations, performance, and overall health of our residential and commercial IPP portfolio, including a 142-unit purpose built rental as well as two commercial income properties. This dynamic role provides operational oversight, ensures a high-quality tenant experience, and maintains well-run, safe, and welcoming properties. The Portfolio Manager leads a small team, supports financial planning, manages contractors, and serves as a key corporate resource for complex building and tenant issues.

responsibilities:

operational management

- Oversee daily operations across residential and commercial properties, ensuring buildings are clean, safe, well-maintained, and compliant.
- Conduct regular site inspections to proactively identify operational issues, maintenance needs, and safety risks.
- Establish and maintain preventative maintenance programs across the portfolio.
- Respond to tenant and building emergencies as required, including after-hours availability.
- Step in hands-on when needed to keep operations running smoothly.
- Provide operational oversight for assets transitioning from income-producing properties to development projects, including interim leasing and tenant coordination through to excavation.

tenant and resident relations

- Comply with the regulatory requirements of the Residential Tenancy Act.
- Build and maintain strong relationships with residential and commercial tenants through proactive communication and responsive service to tenant inquiries and concerns.
- Address maintenance requests alongside the Customer Care Manager.
- Lead tenant retention strategies and annual tenant surveys.



- Ensure tenant privacy is respected at all times and that the resident experience remains consistent and high-quality.

team leadership

- Lead and mentor site staff, ensuring daily responsibilities are completed efficiently and to a high standard.
- Provide coaching, guidance, and accountability, fostering a culture of professionalism and continuous improvement.
- Model calm, professional conduct when navigating sensitive or complex matters.

maintenance, repairs and capital projects

- Identify and coordinate maintenance and repair needs; obtain quotes, review scopes, and oversee contractors.
- Recommend and assist with planning and executing building upgrades and capital improvement projects.
- Ensure all work is completed safely, efficiently, and in compliance with applicable building codes and life-safety standards.

financial management and reporting

- Support preparation of annual operating budgets; monitor expenses and assist with financial tracking and variance reporting.
- Oversee tenant billings, recoveries, CAM/operating expense reconciliations, and year-end adjustments in coordination with accounting.
- Review rent rolls, vacancy reports, lease summaries, and monthly operating results to maintain accurate financial records.
- Authorize purchase orders and expenditures within established guidelines.

leasing & tenancy administration

- Review all lease-related documentation for accuracy and timeliness.
- Support lease negotiations, renewals, and market assessment reviews.
- Work closely with the Leasing Manager to support leasing activity and meet occupancy targets.
- Ensure all residential operations comply with the BC Residential Tenancy Act.
- Assist with preparation for, and attend, RTB hearings and arbitrations as required.

compliance and risk management

- Serve as a corporate resource for complex building, operational, and tenant-related issues.



- Ensure compliance with all relevant codes, regulations, and safety standards across the portfolio.
- Maintain a professional appearance and uphold company values while protecting the owner's interest in all decisions.

qualifications:

- A minimum of 3-5+ years' property management experience in residential and/or commercial settings.
- Strong understanding of building systems, maintenance practice, codes and safety requirements.
- Proficient understanding of BC Residential Tenancy Act requirements
- Confident people leader with demonstrated ability to coach, motivate and manage performance.
- Exceptional communication skills in English (written and verbal).
- Proven computer literacy, including reporting tools and property management software. Experience with Yardi Breeze and Rent Café an asset.
- Sound judgment, strategic thinking, and strong decision-making abilities.
- Professional, calm under pressure, and able to manage competing priorities.
- Valid driver's license and access to a reliable vehicle; criminal record check required.

what we offer:

- A positive, supportive company culture.
- Comprehensive benefits program (extended health, dental, employee assistance program, life and ASI)
- Paid vacation, plus two "holiday flex" days and paid flex time
- A competitive compensation package, including a base salary in the range of \$80,000 to \$110,000 based on experience
- Eligibility for an annual, performance-based bonus
- A state-of-the-art office building with excellent amenities, including a gym, multi-use amenity spaces, and beautiful views. The building is ideally located across from Waterfront Station, ensuring access to major transit lines

to apply:

If this opportunity sounds like a good fit for you, please submit your resume and cover letter to Woodbridge through our website www.woodbridge.ca. We thank all applicants for their interest, but only candidates selected for an interview will be contacted.