

## Assistant Property Manager, Commercial Vancouver, BC

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### About Us

Driven by a passion for detail and a tradition of excellence in design and architecture, Amacon is recognized as one of Canada's most influential real estate development and construction firms. With five decades of development and construction expertise, a precise level of design and craftsmanship is evident in all the homes and commercial developments that Amacon builds.

### Position Summary

Reporting to the Regional Manager, Commercial & Industrial Properties, the Assistant Property Manager supports the day-to-day operational, financial and administrative management of Amacon's commercial real estate portfolio. This role serves as a key point of contact for tenants and service providers, coordinates property maintenance and projects, administers lease obligations and supports budgeting, reporting and initiatives that protect asset value and enhance tenant satisfaction.

### Duties & Responsibilities

- Support the day-to-day management and administration of assigned commercial and industrial properties, escalating significant operational, financial or tenant matters to the Regional Manager.
- Develop and maintain professional relationships with tenants, respond to inquiries and concerns, and coordinate timely resolution of service requests and lease-related matters.
- Conduct regular property inspections, document deficiencies and follow up with tenants, vendors and internal teams to maintain building standards, safety and cleanliness.
- Coordinate preventive maintenance, repairs and emergency response activities; issue purchase orders, dispatch service providers and track work through completion.
- Administer service contracts by maintaining records, monitoring expiry dates, obtaining quotes and supporting vendor selection and performance reviews.
- Review accounts receivable reports, follow up on outstanding tenant balances and coordinate with Accounting regarding collections, billing inquiries and account adjustments.
- Review and code invoices, reconcile invoices to purchase orders and contracts, and submit accurate documentation for approval and payment.
- Maintain accurate lease information in Yardi, monitor critical dates and support the administration of rent adjustments, renewals, operating cost recoveries and other lease obligations.
- Coordinate tenant move-ins and move-outs, including documentation, access, insurance, signage, inspections and communication with internal and external stakeholders.
- Maintain current tenant contacts, emergency information, insurance certificates, service contracts, legal documents and electronic property records.
- Assist in preparing annual operating and capital budgets, forecasts, variance explanations and supporting schedules.

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- Monitor operating and capital expenditures against approved budgets and provide timely updates on variances, commitments and project status.
- Coordinate minor capital projects and tenant improvements by obtaining proposals, scheduling work, monitoring progress and maintaining project documentation.
- Support property reporting by compiling operational, financial, leasing and maintenance information for management review.
- Assist with leasing administration, tenant credit searches and due diligence as required.
- Maintain building access and FOB systems for applicable properties and coordinate access requirements with tenants and vendors.
- Promote compliance with lease requirements, company policies, service standards and applicable health and safety procedures.
- Provide guidance and workflow support to property administration staff, where applicable, and contribute to continuous process improvements.
- Provide coverage and support across the Property Management team as required.
- Perform other duties as assigned.

## Experience & Requirements

- **Education:** Post-secondary diploma or degree in business administration, real estate, property management, accounting or a related discipline.
  - Rental Property Management License (BCFSA) an asset.
- **Experience:** 4+ years of progressive commercial property management, property administration or related real estate experience, including exposure to tenant relations, building operations, lease administration and financial processes.
- Experience with Yardi an asset.
- Strong knowledge of the Commercial Tenancy Act.
- Demonstrated ability to coordinate vendors, maintenance activities and multiple priorities across a portfolio.
- Strong customer service and relationship-management skills.
- Excellent written and verbal communication skills, including the ability to prepare clear correspondence, reports and documentation.
- Strong organizational, analytical and problem-solving skills, with careful attention to detail and the ability to meet deadlines.
- Experience supporting change management initiatives, organizational design, restructuring, or business transformation projects is considered an asset.
- Strong business acumen with the ability to understand operational priorities and align Commercial recommendations with business needs.
- Ability to build credible, collaborative relationships.
- Excellent communication skills and interpersonal skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Excellent judgment and problem-solving skills.
- Resourceful mindset with attention to detail and high-quality standards.
- Ability to audit own work for accuracy and completeness.
- Excellent organizational and collaboration skills.
- Excellent time management skills with a proven ability to meet deadlines.

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- **Computer Skills:** Excellent knowledge of MS Office, and comfortable learning new technical systems as needed.

## **Additional Information**

Amacon is an equal-opportunity employer who offers competitive compensation and benefit programs. This full-time salaried position works 8:30 am - 5:00 pm, Monday through Friday onsite in our downtown Vancouver location and is required to drive to various Commercial sites.

Please apply through amacon.com via the link provided: <https://amacon.bamboohr.com/careers/497>

*Thank you for your interest; due to the volume of applications, only short-listed applicants will be contacted. No phone calls, please.*