



Property Administrator, Residential
Vancouver, BC

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 Director, Residential Properties, the Property Administrator, Residential provides administrative and operational support for Amacon's residential portfolio, including tenant documentation, occupancy reporting, invoice processing, vendor coordination, and database maintenance. The position works closely with property managers, caretakers, service providers, and internal departments to support efficient property operations and deliver responsive, professional service to tenants.

Position Responsibilities

- Provide administrative support for the Residential Property Managers with tenant management
- Assist preparation of rental documents, including advertising on social media and setting up new leases
- Research and provide project-based analytics
- Prepare and provide daily residential occupancy/vacancy reports, including move-ins, move-outs, rent increase notices, eviction orders, and abandonments through daily follow-up/interaction with Residential Caretakers
- Create and maintain physical and electronic databases to track rent payments, service contracts and other various information in a timely and accurate manner
- Maintain tenant contact information and preparation of Notices to Tenants, as necessary
- Process and code invoices through Yardi
- Generate Residential Purchase Orders as required
- Dispatch of service providers in connection with Purchase Orders
- Prepare quotation packages, forwarding and reviewing received quotes with Managers
- Sort and process correspondence and invoices to Purchase Orders for Manager approval and/or handling
- Assist Managers or Project Managers in the coordination/scheduling of maintenance and repair activities in connection with the property portfolio
- Participate in the annual budgeting process for Operating Expenses and Capital Expenditure programs
- Provide credit searches (e.g., Equifax and TransUnion)
- Communicate and collaborate with various departments to ensure proper administration and coordination of property information
- Complete general office duties as required including, faxing, mail, filing and other required administrative duties
- Handle inquiries, feedback, complaints, or concerns with the objective of providing quality customer service and improved Landlord-Tenant relationships with professionalism and courtesy
- Respond to information requests and performs routine functions under the direction of the Manager

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- Provide reception coverage on an as-needed basis (i.e., Vacation, sick days, emergencies)
- Coverage for Commercial Team as required
- Other duties as assigned by Management

Experience & Qualifications

- **Education:** Post-secondary diploma or degree in related discipline
- **Experience:** 1+ year experience in customer service and/or an administrative role
 - Residential property management experience an asset
- Familiarity with website design and graphics would be an asset
- Knowledge of the Residential Tenancy Act an asset
- Ability to work in a fast-paced work environment
- 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
- 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
- **Computer Skills:** Excellent knowledge of MS Office, and comfortable learning new technical systems as needed
 - Experience with Yardi an asset

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.

We thank you for your interest in this position but only those who are short-listed for an interview will be contacted.

Please apply through amacon.com via the link provided: <https://amacon.bamboohr.com/careers/498>