



## PROPERTY MANAGER, RESIDENTIAL

*We believe in forging long-lasting relationships to create positive change in our communities. We're building Something Greater in each pillar of Peterson including real estate investment, development, property management, capital lending, and private equity. From one building on Alberni Street in Vancouver to a range of projects across North America, we've expanded into diverse areas of expertise across the real estate industry. Our interests include ownership in 7.2 million sq ft of commercial property, over 2,100 units of residential and hospitality, and participation in the development of an additional 16.4 million sq ft. As we continue to grow, we stay true to our values by putting relationships first, standing by our word and striving for Something Greater in everything we do.*

Peterson has an exciting opportunity for an experienced **Property Manager** to join our residential team to support our properties in Vancouver, Burnaby and Richmond. Reporting to the Director, Asset Management, Residential you will be responsible for ensuring optimal performance and profitability of revenue producing real estate properties of your assigned residential rental portfolio. You will be managing operational costs, property financials and capital projects, while ensuring that quality services are provided to tenants and stakeholders.

The ideal candidate will be a strong communicator and creative problem-solver who enjoys the challenges of handling unpredictable events. You are resilient and highly effective when dealing with a diverse range of people. In addition, you have an "owner's mentality" alongside a strong track record of success in managing property operations, working alongside a multi-disciplinary team and balancing key stakeholder relationships, simultaneously. The successful candidate will have the opportunity to work on long-term value add properties, as well as properties that are actively working on redevelopment plans totally approximately 800 units. This position will best suit an individual with strong financial acumen, the ability to work with other departments outside of property management (ex, development) and the desire to continue progressing in a property management career that is far from monotonous. If you have experience managing redevelopment properties and new residential development projects, that would be an asset to the team.

### Key Responsibilities

- Conducting regular site visits to ensure buildings and suites are consistently well-maintained and operate in compliance with all applicable regulatory requirements on a cost-effective basis;
- Managing operating costs, coordinating service contracts, ensuring that work orders, renovations, and capital projects are completed within budget and to satisfaction of the client(s);
- Ensure leasing strategies are implemented and working efficiently and effectively to maintain low vacancy;
- Conducting periodic surveys to collect information on key value indicators/preferences;
- Taking corrective actions as required for improvements on a timely and cost-effective basis;
- Respond to and manage escalated tenant issues and concerns;
- Developing and administering the operating and capital budgets for properties in the assigned portfolio (subject to owner(s) approval);
- Using Peterson's people management systems (recruitment, training, and development, communications, and performance management) to lead, manage and engage staff effectively and consistently to meet and plan for Peterson's current and future operation needs; and
- Respectfully and capably representing the best interests of Peterson in all internal and external dealings.

### What You Bring

- **2-3 years' experience** managing a portfolio consisting of rental and delivering excellent customer service;
- Completion of bachelor's degree (Commerce, Real Estate or Urban Land);
- Valid Rental Property Management license under the BCFSa;
- Extensive knowledge of Residential Tenancy Act, Real Estate Services Act, PIPA;
- Experience with Yardi is an asset
- Managing portfolios consisting of rental properties with commercial and strata experience is an asset;
- Being proactive, result-oriented, and resourceful in work;
- Communicating clearly and concisely both in verbal and written forms;
- Strong aptitude for problem solving, accountability and managing multiple scopes concurrently;

Salary Range: \$81,000 - \$96,000 per year

We are an equal opportunity employer. Start challenging yourself today in an environment that embraces diversity and rewards innovation with competitive pay and great benefits. While we thank all candidates for their interest in joining our team, we will contact only those short-listed for an interview. Please note only Microsoft Word documents or PDF's will be accepted. Submit your application through our [online career center](#).

Something Greater