



Property Manager

About Polygon

Westwood Ridge, Polygon's affiliated property management company, is searching for a Property Manager to join our fast-paced and growing team. We are the exclusive property managers for one of BC's leading multi-family residential homebuilders operating throughout Vancouver's Lower Mainland. Locally owned and operated since 1980, the Polygon family of companies has built more than 34,000 homes throughout the Lower Mainland.

About the Role

Reporting to the Vice President of Property Management, the Property Manager is a pivotal role in our operations at Westwood Ridge. This position involves comprehensive support for a portfolio of 750+ rental properties across the Lower Mainland, offering exposure to a variety of property types, from residential and commercial spaces to new purpose-built rentals. You will play a key part in our team by providing high-quality service to our clients and supporting our commitment to excellence.

Responsibilities

- Schedule and conduct rental viewings with prospective tenants.
- Manage maintenance requests and coordinate with trades.
- Perform move-in and move-out inspections.
- Meet with clients to showcase our services.
- Handle administrative tasks, including leasing documentation, data entry, and invoice processing.
- Schedule rental showings and manage appointments.
- Additional duties as required.

Requirements

- 2 to 5 years of experience in managing residential real estate.
- Valid BC Rental Property Management License.
- Knowledge of the BC Residential Tenancy Act.
- Professional, cooperative demeanor with a team-oriented mindset.
- Proficiency in Microsoft Office suite.

- Strong written and verbal communication skills.
- Outstanding organizational and time management abilities.
- A familiarity with Yardi and Salesforce considered an asset but not required.
- Valid driver's license and access to a reliable vehicle (car allowance provided).
- Ability to adapt and handle multiple priorities efficiently.

Salary range: \$60,000-\$75,000 per annum (plus car allowance, bonus and benefits)

The compensation range may vary based on the candidate's years of experience, skills and qualifications.

As a leader in the industry, we offer a competitive compensation program, commensurate with experience, along with an exceptional corporate culture.

Benefits include:

- Extended dental, health, and vision benefits
- Lifestyle Spending Account to support your wellness needs
- Employee and Family Assistance program (EFAP)
- Group life insurance benefits
- RRSP matching
- Paid time off
- Learning and development support

Join us in shaping the future of our industry while building a rewarding career with Westwood Ridge. If you have an interest in this position, please send your cover letter and resume to careers@polyhomes.com. Please include 'Property Manager' in the subject line.

We thank all applicants for their interest and will only be in touch with shortlisted candidates.