

**Position:** Resident Manager

**This Opportunity:**

We are looking for a qualified and professional Resident Manager to join our team and provide property management services to our tenants. This role includes the following responsibilities:

- Respond effectively, consistently, and politely to all tenants, prospects, and team members
- Market suites on turnover, and prepare suites for showings
- Show suites, screen potential tenants (including reference and credit checks), and prepare lease agreements for approved tenants
- Create clear and detailed move-in and move-out reports
- Keep organized, detailed, and confidential records of all tenants and applicants
- Keep all units maintained and hire and/or supervise all work that needs to be done to keep the suites and the building in impeccable condition
- Keep up to date on the Residential Tenancy Act and keep the units in line with these guidelines, rules, and regulations
- File and attend Residential Tenancy Branch hearings (as required)
- Review monthly rent rolls and expenses and ensure the Controller has payments for all Tenants and follow up on any non-payments
- Perform frequent security patrols of the building
- Prepare vacant suites for new Residents by completing necessary repairs and/or cleaning and painting
- Perform general building cleaning of the entryways and common areas (interior & exterior)
- Coordinate and schedule trades, suppliers and contractors
- Inspect common building areas and identify required maintenance, including mechanical, security, garbage/recycling, landscaping, etc.
- Conduct regular suite inspections
- Maintain an active database and complete files of all units
- Provide weekly updates on the status of all units
- Manage all the rental administrative duties, as determined by Qualex-Landmark™, from time to time
- Ability to work a varied schedule, including evenings and weekends
- Act as the company's representative at all times, ardently protecting the company brand, and making every effort to manage risk

**Candidate:**

To thrive, applicants must be flexible, self-motivated, detail-oriented, and highly organized. In addition to these qualities, the ideal applicant will have:

- A minimum of 2-3 years' experience as a Resident Manager
- Readiness to live on-site (or nearby) at the rental building (located in Oakridge, ~5 years old)
- Experience with Microsoft Word, Excel, and Adobe Acrobat
- Excellent verbal and written communication skills
- A valid driver's license
- The willingness, skills, and ability to perform building maintenance and housekeeping
- The ability to work independently

**Our Company:**

Qualex-Landmark™, one of Western Canada's most respected development groups, has been building boutique, award-winning, residential and mixed-use properties for over 20 years. Our portfolio is defined by quietly iconic communities, born out of our highly detailed approach to development. With over 2,500 homes and 22 outstanding communities built to date, our uncompromising commitment to quality construction and innovative design has cemented our reputation as a trusted developer. We are a company focused on growth and have built a philosophy of doing the right thing with a humanistic approach.

**Compensation and Benefits:**

- Competitive salary
- Rent subsidy (if desired, as part of total compensation)
- Paid vacation
- Extended health insurance, including dental, vision, etc.

**To Apply:**

Individuals meeting the criteria above are asked to submit their resume and cover letter in PDF format via email to [careers@qualex.ca](mailto:careers@qualex.ca). Please also include your salary expectations.

While we thank all candidates for their interest, only select individuals will be contacted for follow-up.