

**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 at our new Development – *Seasons*.

Carefully curated by an award-winning team, our distinct collection of 116 rental homes is coming to West Coquitlam at Regan Avenue and Emerson Street. Seasons is a beautiful union of design and function. Outside your door is a vibrant neighbourhood brimming with conveniences such as YMCA, shopping, cafes and parks. Just a 5 minute walk away is Burquitlam Train Station which will connect you to anywhere in the city including Simon Fraser University close by. 1, 2, and 3-bedroom rental homes arriving in Spring 2024.

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 coordinating necessary repairs, cleaning and painting.
- Coordinate and schedule trades, suppliers and contractors
- Cleaning common areas as required
- 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 3-5 years' experience as a Resident Manager
- Readiness to live on-site at the rental building (located in Coquitlam)
- 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
- The ability to meet the physical demands of the role ie. able to lift 50lbs, use standard cleaning equipment (mop, vacuum), climb a ladder etc.

**Our Company:**

Qualex-Landmark™ is a Vancouver-based development group that has been building boutique residences for over 30 years. Our portfolio is defined by quietly iconic residential 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 annual salary: \$60,000-\$80,000
- Rent subsidy
- Annual bonus
- Paid vacation
- Extended health insurance, including dental, vision, etc.

**Location:** 608 Regan Ave Coquitlam

**Hours:** Full time; on call on weekends

**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.