



SUNSHINE COAST LIONS HOUSING SOCIETY

Sechelt, BC

PROPERTY MANAGER

Who We Are

Sunshine Coast Lions Housing Society (SCLHS) is a non-profit society and registered charity that owns and operates Greenecourt - an affordable rental independent living complex in Sechelt, BC for persons 55+ years of age and persons with disabilities. The complex presently consists of three buildings with a total of 111 rental units. A fourth building on the site which will add another 104 rental units will begin construction shortly. Since the late 1960's, SCLHS has partnered with CMHC and BC Housing in the construction and operation of all buildings within Greenecourt.

SCLHS is seeking a qualified Property Manager on a permanent full-time basis to continue the oversight and administration of Greenecourt in providing essential affordable rental housing to eligible residents of the Sunshine Coast of BC. Affordable accommodation for this position may be available.

Job Purpose

Reporting to the SCLHS Board of Directors, the Property Manager provides property management and administration of Greenecourt including supervision of maintenance and capital replacement activities and all administrative functions required by BC Housing under operating agreements with SCLHS.

The Property Manager plays a central role in shaping a positive tenant experience, engaging with tenants and working collaboratively with various external stakeholders to deliver quality living to the residents of Greenecourt.

Primary Duties and Responsibilities

- Coordinate and handle all tenant relations including processing tenant housing applications, maintaining an up-to-date wait list of applicants, preparing tenancy agreements, coordinating vacancies and liaising with tenants about policies and procedures.
- Maintain a current and thorough knowledge of the Residential Tenancy Act (BC) and SCLHS operating agreements.
- Maintain and update the property management database.
- Perform regular tenant income reviews as required by operating agreements with BC Housing.
- Perform regular and ongoing preventative maintenance reviews and advise the Board of Directors of any related expenditure requirements.
- Schedule annual suite inspections to identify any maintenance issues or non-compliance with the tenancy agreement.
- Oversee activities of all contractors and suppliers, monitor contracts for compliance and cost controls and perform quality control inspections to ensure adherence to contract specifications and SCLHS standards.
- Monitor general expenditures of the complex in comparison to budgeted expenditures and advise the Board of Directors of any significant changes.
- Prepare any necessary purchase orders and process and issue payments for all operating expenses.
- Solicit bids for maintenance contractors and construction projects as required and participate in the

selection of contractors with the Board of Directors.

- Maintain confidentiality of all tenant related information with the strictest of confidence.
- Provide a monthly written report to the Board of Directors on tenancy and administration.
- Supervise any additional staff and ensure that the staff has adequate training and skills to perform necessary services.
- Other duties as requested.

Qualifications

Education and Experience

- Secondary school graduation or equivalent, supplemented by training in property management or business/public administration courses related to the duties and responsibilities specified.
- Minimum of five years' work experience in a property management role or an equivalent combination of education, training and experience.
- 3+ years of supervisory experience

Knowledge, Skills and Abilities

- Thorough knowledge of the Residential Tenancy Act and any other applicable legislation or regulations.
- Thorough knowledge and understanding of BC Housing reporting requirements for subsidized housing an asset.
- Knowledge of basic business practices and procedures in accounts receivable, accounts payable and contract administration.
- Ability to document and maintain records and databases.
- Proven negotiating conflict resolution, problem solving and consensus building skills.
- Knowledge of WorkSafe BC requirements for staff and/or contractors.
- Ability to communicate and interact with persons 55+ and persons with disabilities in an empathetic, compassionate and clear manner.
- Demonstrated aptitude in dealing with private and confidential information; uses diplomacy and tact in all interactions.
- Ability to communicate with the general public and external stakeholders in a manner representative of the core values of SCLHS.
- Ability to produce accurate correspondence, advertisements, posters, memos, notices and reports.
- Ability to identify an emergency and respond appropriately.

Requirements

- Must obtain a criminal record check from the RCMP.
- Must have own vehicle and a valid class 5 driver's licence.
- Must be available for after hours emergency calls.
- Must be proficient in Microsoft Office 365, Adobe Acrobat and property management software.