

Devon Properties Ltd.
Victoria's Premier Property Management Firm

PROPERTY MANAGER

Victoria, BC

Established in 1981, Devon Properties Ltd. ("Devon") is proud of our reputation as the premier property management and real estate services firm in Victoria, BC. At Devon, we combine industry expertise with a deep understanding of today's residential and commercial property challenges, to provide our clients and tenants a best-in-class service offering.

Devon's reputation is built on well-maintained properties, detailed property management training, fair and consistent tenant management, and accurate, timely financial reporting. Through a refined strategy and process-driven approach, Devon drives operational consistency and performance through best practices, processes, toolkits, and performance metrics covering accounting and financial management, rental operations, property management, marketing, and legal and regulatory compliance.

At Devon, we know that being best-in-class means empowering our people to be the very best they can be – so they can make an impact that matters for clients, residents, colleagues and the community, and for their own careers. We're always looking for energetic, driven people to add to our highly valued corporate culture, and are proud of our collaborative office environment, encouraging camaraderie across departments.

Job Description

Property Manager, Multi-Family Department

Devon is currently seeking a full-time Property Manager (Multi-Family Department) for the Victoria, BC office. Duties include, but are not limited to, the below responsibilities.

Responsibilities

- Report directly to the Vice President of Residential Properties and/or Partner Owners
- Provide management services to a portfolio of residential properties
- Supervise caretaking staff and trades, ensuring buildings are maintained to a high standard.
- Handle resident relations
- Ensure rents are collected on a timely basis and manage collection of arrears
- Manage suite turnovers including inspections
- Carry out regular maintenance and in suite inspections
- Manage major capital projects

- Initiate and complete Residential Tenancy actions as necessary
- Maintain all pertinent records regarding the properties managed
- Other projects as assigned

Qualifications

Technical & Functional Skills

- Highly proficient in MS Office (Word, Excel, Outlook, and PowerPoint)
- Ability to gain a strong command of new systems (e.g., property management software and similar systems)
- Current Property Management license (or ability to become licensed in a short period of time)
- Excellent customer service skills
- Comfort dealing with potential conflict situations
- Expert in multi-tasking, organizing and prioritizing
- Detail oriented with ability to work independently and prioritize workload
- Demonstrate a high level of integrity and professionalism
- Energetic, responsive team player with the interest to take initiative and work in a fast-paced environment
- Willingness to learn new technologies as the job requires

Education and Experience

- Prior experience in real estate / property management industry preferred
- Basic knowledge of accounting
- Completion of High School, GED or applicable life experience to the position
- Possess a valid Canadian driver's license and a vehicle

For more information and to apply for this job, please email:

careers@devonprop.com

We thank all applicants; however, only those selected for further consideration will be contacted. All successful candidates will be subject to background checks.