

Devon Properties Ltd.
Victoria's Premier Property Management Firm

PROPERTY ADMINISTRATOR

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.

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 Administrator

Devon is currently seeking a full-time Property Administrator for the Victoria, BC office. Duties include, but are not limited to, the below responsibilities.

Responsibilities

- Maintaining and managing the administrative duties at Devon, including assisting and supporting Devon Partner's, Senior Management, Property Management team and clients
- Welcoming clients and managing inbound telephone calls and inquiries
- Assisting with various administrative tasks on an as needed basis

Qualifications

Technical & Functional Skills

- Motivated self-starter able to work with little supervision
- Highly-organized, strong attention to detail with efficient follow-up skills
- Must possess the ability to work within a team, multi-task and handle a fast-paced work environment
- Excellent customer service with a passion to be of service
- Passionate and motivated person, bringing company spirit & community involvement
- Excellent people skills in both written and oral communications

Education and Experience

- Completion of High School with at least two (2) years office administration experience
- Professional standards with impeccable phone mannerisms
- Intermediate level of Microsoft Office (e.g., MS Excel, MS Word, etc.)
- Real estate experience is an asset but not necessary

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.