

Devon Properties Ltd.
Victoria's Premier Property Management Firm

RESIDENT BUILDING 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.

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

Resident Building Manager

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

Responsibilities

- Report directly to the Devon Property Manager
- Enforce the provisions of the Residential Tenancy Act
- Manage the rental process for tenants, including all required paperwork for the rental suites
- Manage move-in and move-out reports for each tenant using the Condition Inspection Report
- Manage all building maintenance requirements to the highest standards. This includes cleaning all common areas, supervising contractors, logging work performed, and conducting minor repairs as necessary
- Undertake building inspections and make recommendations for preventative maintenance; notifying management concerning need for major repairs
- Attend to the collection and safe deposit of all rent monies and other receivables from the tenants
- Prepare vacant suites for new tenants by completing necessary repairs, upgrades and/or cleaning
- Provide superior quality customer service dealing effectively and fairly with tenant requests and concerns in a timely fashion, involving the Property Manager when necessary

Qualifications

Technical & Functional Skills

- 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

- 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.