

Office Manager in West Vancouver

Full-time, permanent employment

Kiwanis North Shore Housing Society is a non-profit organization with a 75-year history of providing the North Shore with affordable homes for independent seniors. We operate 744 apartments in 8 buildings in West and North Vancouver.

At Kiwanis, we believe that a diversity of people builds a vibrant, healthy, and safe community where residents are proud to live. If you are passionate about providing affordable, secure, and inclusive housing, we invite you to join our team. You will become part of a collaborative workplace where you can succeed and experience the satisfaction of knowing you have helped.

POSITION SUMMARY

As Office Manager you will work in a collaborative role with the Office Team, Accounting and Operations to effectively operate the assigned portfolio with the primary focus on administration, leasing, tenant liaison and safety & comfort of all residents. You will be supporting the Property Manager to service 4 residential rental buildings in West Vancouver.

KEY AREAS OF RESPONSIBILITY

Office Operations

Oversee and coordinate daily office operations, including correspondence, filing, responding to tenant inquiries and issuing various notices to tenants. Provide reception duties during office hours, answering phone and email inquiries.

Tenant selection

Assess housing applications, show vacant suites, interview applications, select new tenants based on established eligibility criteria, execute rental agreements and assist with marketing activities to promote affordable rental units for our entire housing portfolio.

Move in/Move out coordination

Coordinate all move-ins and move-outs in collaboration with other departments using our property management software and maintain tenant files and records. Manage the assignment of keys, fobs, laundry cards, lockers and manage assignment of parking stalls.

CANDIDATE PROFILE

Qualifications & Skills

- Minimum of three to five years work experience in a similar role, preferably with/in senior, family, and mixed housing environments, not for profit housing provider preferred
- Advanced computer skills with the ability to use MS Office, social media platforms and to learn specific property management software
- Strong organizational, prioritization and problem-solving skills, and the ability to work and coordinate assigned duties with minimal supervision and under pressure with deadlines
- Excellent verbal and written communication skills in English, specifically the ability to effectively communicate verbally and in writing in a professional manner, and good customer service skills

- A valid B.C. driver's license and access to a reliable vehicle an asset
- Familiar with the RTA and related legislation an asset

Please note that the successful applicant is subject to a satisfactory criminal record search.

Shifts/Hours

Fulltime Position - Monday to Friday – Some on-call will be required

Other Information

- Expected salary range for this position: \$65,000 - \$70,000/year (to commensurate with experience)
- Three weeks paid vacation
- A competitive and comprehensive benefit package after three months of successful employment
- Training and professional development opportunities

HOW TO APPLY

If you are interested in this challenge, please send your cover letter and resume to HR@kiwanisnorthshorehousing.org with the subject line "Office Manager Position".

Position Start Date: As soon as possible