

JOB POSTING: PROPERTY MANAGER (Full time)

Location: North Vancouver and Squamish, British Columbia

Background

Hiyam Housing Society is an incorporated non-profit Society, formed by the Squamish Nation Council as part of its strategic priority to house every Squamish member within a generation.

General Purpose

With the growth of our housing developments, we are looking for an experienced Property Manager who will report to the CEO of Hiyam Housing Society, to join the team based in North Vancouver and Squamish BC.

To do this role effectively you should be able to support our Society in managing daily and general property management duties, have well developed communication skills and have experience in non-profit housing management.

Key Responsibilities and Duties

- Delivering consistent quality of services to tenants and stakeholders.
- Responsible for keeping the properties in a safe and habitable condition.
- Budgeting costs, analyzing property financials and capital projects. Responsible for setting and maintaining the operational, maintenance and capital budgets for the buildings and keeping detailed records.
- Fill vacancies when needed, manage waitlist and oversee property management systems.
- Over see the screening tenants as they apply for housing and checking references, income verification and/or proof of employment.
- Have an in-depth understanding of the landlord-tenant laws and be able to carry out their responsibilities in the way these laws dictate including but not limited to: terminating leases, eviction, handling security deposits and the Residential Tenancy Act
- Keep thorough records of the functioning of the property.
- Oversee security issues, tenant disputes and resolutions.
- Managing renovation and maintenance of projects, including negotiating with contractors, and ensuring compliance with bylaws and Nation policies.
- Work with the Squamish Nation Departments staff and Hiyam Housing Board, when necessary.
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Qualifications and Skills

- Minimum 5 years managing a portfolio consisting of strata, rental, and commercial properties.
- Working knowledge of Commercial and Residential Lease Agreements and Management Agreements.
- Demonstrating a high level of professionalism and ethical conduct, building positive relationships with a diverse range of people.
- Comfortable working with a vulnerable at-risk population.
- Sound knowledge of current social issues facing tenant populations, such as: homelessness, mental illness & drug addition, domestic violence, child protection and aging.
- Ability to communicate effectively, both written and oral, with co-workers, community agencies, funders, CEO and the Board of Directors to support a strong culture of collaboration and accountability.

Education and Experience

- Completion of bachelor's degree, preferably Bachelor of Commerce, Real Estate (or Urban Land)
- Valid Rental Property Management license under the Real Estate Council of BC.
- Previous experience with property management in the non-profit social housing sector and Supportive Housing preferred.
- Experience working with First Nation's required
- Excellent computer skills with experience in accounting software (Arcori, and Microsoft Office, Excel, Word).

Salary and Benefits

As well as a competitive base salary dependent on the number of years of experience, we also offer corporate benefits.

- A generous compensation package which includes extended health and dental benefits and a superb pension plan
- Access to professional development funds and opportunities for career development
- Annual Salary: \$78,000-\$83,000

Your cover letter and resume should be submitted as one document in your profile when applying for this position. Please add your cover letter to your resume and submit both documents as your resume to **info@hiyamhousing.com**

CLOSES: April 19, 2024