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## Junior Property Manager

### About Cape

The Cape Group is a three-generation, family run, vertically integrated real estate group of companies, operating across Western Canada since 1956. With more than 60 years' experience in development, construction, and property management, we have a lot of firsts to our name and a diverse portfolio. We develop high-quality projects that complement the vibrancy of neighbourhoods, and make sure to have fun while we're at it. From high-rises to warehouses, office buildings to master planned communities, our dedication to building quality and building relationships is at the forefront of everything we do.

Our goal is to conceptualize and create landmark projects to serve the communities we live in, and which we can be proud of for generations.

Our mandate is to provide people with the best places to live and work.

### The Opportunity

We are seeking a self-motivated and experienced individual to join our in-house property management team as a Junior Property Manager. We are responsible for a wide-ranging portfolio of multi-family residential, office, industrial, and retail properties, and you would be an integral part of the management team with room for growth and responsibility. This position requires a passionate and entrepreneurial candidate who excels in a fast-paced environment.

Along with opportunity for growth the position provides a unique chance for exposure to all kinds of asset classes as well as all aspects of operations across development, construction, marketing, and management.

This position reports to the Director of Property Management & Leasing and would manage properties across BC and AB. Candidates with experience in commercial property management are preferred, and salary will be commensurate to experience.

### Responsibilities

- Manage regular requirements of the properties on daily basis
- Ensure superior tenant relations through personal contact and excellent customer service
- Conduct showings and weekly inspections of rental properties

- Interact and effectively communicate on financial performance, property operations and tenant relations
- Assist the Director of Property Management in preparing annual operating budgets and quarterly management reports, ensuring tenant billings and year-end adjustments are correct and conform to lease terms
- Administer leases to ensure all requirements are met
- Resolve unpaid rents, lease renewals, etc.
- Coordinate Tenant Improvements to ensure all projects are following lease terms
- Recommend and organize capital upgrades as needed
- Tender, recommend, and supervise service contracts
- Maintain strong relations with trades and contractors
- Ensure all properties are following all government regulations, achievement of maintenance/life safety standards and sourcing cost effective ways to operate
- Respond to after-hour emergency phone calls
- Other management duties as required
- Travel around BC and AB as necessary

### **Qualifications**

- 2+ property management experience in Residential or Commercial properties
- Knowledge of MRI Real Estate Software an asset
- Experience managing major renovations or tenant improvements is considered a significant asset
- Able to work independently and within our team organization
- Ability to thrive in a fast-paced environment
- Ability to communicate effectively and professionally, both oral and written
- Familiar with Residential Tenancy Act, RTB, preparation/attendance at hearings
- Extremely organized with strong time management skills
- Have a reliable vehicle and driver's license

### **Next Steps**

- Send Resume with references and salary expectations to [info@capegroup.ca](mailto:info@capegroup.ca) with title <CPM Junior PM Application>
- Position is open for start March 1<sup>st</sup>, 2019
- Candidates will be contacted by for an interview, please do not call the office