

Job Title: Senior Property Administrator

Location: Kelowna, BC

Position Summary

We seek a highly skilled and experienced Senior Property Administrator to join our client's team in Kelowna. In this pivotal role, you will create and implement efficient processes and procedures for a residential portfolio. We invite you to apply if you are detail-oriented with a strong property management and process optimization background.

Responsibilities:

- **Process Development:** Design, develop, and implement streamlined processes and procedures for property administration, including lease management, rent collection, tenant communication, and vendor coordination.
- **Portfolio Oversight:** Manage and optimize the administration of a residential property portfolio, ensuring adherence to established processes for maximum efficiency and effectiveness.
- **Compliance Management:** Ensure strict compliance with all applicable laws, regulations, and company policies, maintaining accurate records and documentation.
- **Leadership and Training:** To consistently adhere to established processes and procedures and provide junior property administrators guidance, training, and support.
- **Financial Oversight:** Monitor financial operations, including budgeting, expense tracking, and financial reporting, to ensure accuracy and compliance with economic policies.
- **Vendor Relations:** Manage vendor relationships, oversee contract negotiations, and ensure vendors adhere to established processes and quality standards.
- **Continuous Improvement:** Identify opportunities for process improvement and implement best practices to enhance operational efficiency and effectiveness.
- **Reporting and Analysis:** Generate regular reports on property performance, occupancy rates, financials, and key metrics, providing insights and recommendations for improvement.
- **Tenant Relations:** Oversee tenant onboarding and move-out processes, including application handling, lease agreements, rent adjustments, and addressing tenant inquiries and concerns.
- **Event Coordination:** Assist in organizing and executing community events and activities to promote resident engagement and cohesion.

Qualifications:

- **Experience:** Minimum of 7 years of experience in property management, with a proven track record of developing and implementing processes and procedures.
- **Technical Skills:** Proficiency with Yardi, MS Office Suite (Excel, Word, Outlook), and process optimization tools.
- **Organizational Skills:** Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- **Communication:** Excellent verbal and written communication skills, with the ability to effectively communicate with stakeholders at all levels.
- **Detail-oriented:** Meticulous attention to detail, ensuring accuracy and compliance with established processes and procedures.
- **Leadership:** Strong leadership skills, with the ability to inspire and motivate teams to achieve optimal performance.
- **Problem-Solving:** Strong analytical and problem-solving abilities, with a proactive approach to identifying and resolving issues.



Salary & Benefits

- Competitive salary and performance-based bonuses
- Comprehensive health, dental, and vision insurance
- Professional development opportunities
- Generous paid time off and holiday schedule

How to Apply:

If you are interested in taking your career to the next level, please send an updated resume to TRITAN Group info@tritan.ca or call 587-760-2432