

**Job Title : Community Manager**

**Location: Kamloops, BC**

**Roles and responsibilities**

- Managed an A-Class complex of 4 buildings with 208 units
- Lease residential units, including pre-qualification, interview prospective tenants, show suites, prepare and process all rental applications and all other duties related to leasing as needed.
- Accept rents, collect delinquent accounts, and submit to the Company promptly.
- Financial reporting, budgeting, forecasting and variance analysis
- Deliver notices and lease renewals to tenants as requested or directed. Follow up with tenants and collect lease renewals from tenants.
- Follow the Company's policies and procedures for any work-alone safety program, including applying for and activating GPS location services on the Company's cell phone.
- Complete and maintain an up-to-date tenant contact list.
- Complete a daily walkthrough of the property. Record deficiencies and take the necessary action to correct them—corrections are to be completed by contractors, maintenance staff, or the resident manager.
- Coordinate tenant move-ins and move-outs, including completing ingoing/outgoing suite condition reports; arrange for the cleaning and/or maintenance (if necessary) of vacated rental units; and perform all other duties related to move-ins and move-outs.
- Provide relief duties for Resident Managers at all properties in Kelowna, BC, twice annually.

**Qualifications**

- 3 – 5 years of residential property management experience
- Proficient in MS Office, YARDI and other productivity tools.
- Complete all required reports and paperwork and perform other duties as assigned by the Company.
- Option to live on site.
- A criminal record check is required.

**Salary & Benefits**

\$60,000 - \$65,000 annual base salary, bonus structure, Paid Vacation

**Comments**

This is a crucial role for the company. They will negotiate aggressively to bring in the right person.