



PROPERTY ASSISTANT

The Affordable Housing Societies, BC's largest not-for-profit affordable housing provider, is seeking a Property Assistant. At Affordable Housing Societies, we're dedicated to "Making People's Lives Better" — for our tenants, their families, and our employees. Join an exceptional group of diverse, caring, and passionate individuals who are inspired to make a difference.

The Property Assistant is responsible for providing direct administrative support to a team that includes a Property Manager and site staff including Resident Managers. The position supports the delivery of property management services to ensure successful tenancies, the safety and well-being of tenants, and the effective operation, maintenance, and repair of the buildings.

YOU:

- **Are a positive, organized, detail oriented administrative professional.**
- **Have a track record of effective tenant relations and communication, including compliance with municipal and provincial regulations.**
- **Genuinely enjoy providing exceptional customer service, administrative tasks, and property management.**
- **Have experience in organizing and maintaining tenancy and property accounts and records.**
- **Are able to respond to inquiries, provide information and to prevent and/or stabilize sensitive or contentious issues, and alert supervisor of developing or potential issues.**
- **Champion the values of integrity, kindness, and compassion, and take seriously the social responsibility of effectively managing the housing of individuals of various backgrounds including many who are highly vulnerable.**
- **Understand and are empathetic to the many reasons individuals find themselves in precarious housing situations including trauma, addictions, mental health challenges and the confidentiality that goes along with it.**

You have three years of demonstrated work experience in administration and customer service. You also have strong MS Office (Word/Excel) knowledge and basic knowledge of the Residential Tenancy Act, Human Rights Code and Municipal/Provincial compliance regulations.

This is an in-office role, and you will be working from our Surrey head office location.

We provide a competitive salary and vacation time, along with a comprehensive total compensation package that includes employer-paid health, dental, and wellness benefits, employer-paid GRSP (Group Registered

Savings Plan) contributions, excellent work-life balance, and additional perks like staff education and professional development.

While we appreciate all applicants, only those selected for an interview will be contacted.

Affordable Housing Societies is committed to being an equal opportunity employer and values diversity in the workplace. We provide accommodation upon request for candidates participating in all aspects of the selection process. Employment decisions are based on qualifications, merit, and business needs.

Indeed additional qualifier questions in application:

- **A valid BC driver's license (Class 5) with clean driving record and a reliable vehicle**
- **Can you successfully pass a Criminal Records Search with Vulnerable Sector?**
- **Can you provide three professional references (name, job title, company, phone#, email address) with a minimum of two from a previous direct supervisor or manager?**