



25-15

Property Manager

The Affordable Housing Societies, one of BC's largest not-for-profit affordable housing providers, is seeking a Property Manager in Vancouver and the Lower Mainland. Join an exceptional group of diverse, caring, and passionate individuals who are inspired to make a difference.

Reporting to the COO, the Property Manager serves a key leadership role in furthering the organization's goals and objectives and ensuring the Mission to "provide quality, affordable rental homes so that families and individuals can thrive." The Property Manager is accountable for the management and operational excellence of several rental housing developments. The position leads staff in delivering a range of services to ensure successful tenancies, the safety and well-being of tenants, and the effective operation, maintenance, and repair of the buildings. Please note that this role does not live on site and housing is not provided.

In this role, you will:

- Lead and coordinate all aspects of property management, working closely with staff and external stakeholders on tenant selection, on-site services, and resolving tenant or property issues
- Develop and implement maintenance programs that support tenant safety, comfort, and long-term sustainability; conduct regular inspections to uphold standards
- Oversee tenant selection processes to ensure prompt unit occupancy and develop strategies to address vacancies as needed
- Manage rent collection and arrears, including the development and enforcement of repayment agreements
- Advise tenants on tenancy expectations and issue notices as required; ensure consistent application of the Residential Tenancy Act, Human Rights Act, and other relevant legislation
- Be a representative at Residential Tenancy Branch hearings, as well as Supreme Court and Small Claims Court proceedings
- Respond to inquiries from tenants, service providers, elected officials, and government representatives to share information, resolve issues, and escalate matters as needed
- Manage annual maintenance budgets, approve spending within delegated authority, and monitor costs related to unit repairs and turnovers
- Supervise and support staff through onboarding, training, coaching, and performance management, fostering a motivated and high-performing team
- Develop and enforce safe work procedures, ensuring staff are trained on new systems and comply with operational standards and safety protocols
- 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 a bachelor's degree (or equivalent) in a property management–related field, at least four years of experience including tenant relations and staff supervision, and strong knowledge of building structures and systems with the ability to identify and resolve deficiencies. You bring a solid understanding of property management in the social housing sector, excellent negotiation, conflict resolution and communication skills, proficiency in Microsoft Office, and demonstrated knowledge of the Residential Tenancy Act and municipal/provincial regulations. You're also able to travel frequently across the Lower Mainland and Fraser Valley.

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.

To apply for this position, please send your resume, cover letter, and applicable certifications to jobs@affordablehousingsocieties.ca