

JOB TITLE

Building Caretaker

REPORTS TO

Property Manager

COMPANY

Chard Development is an award-winning real estate development firm based in Vancouver, B.C. We specialize in urban condominium, rental and commercial projects in Metro Vancouver and Greater Victoria. To date, we've completed over 1.3 million square feet of development and delivered close to 1,400 homes. Our current pipeline includes more than 2,000 homes and half a million square feet of commercial development.

Chard Development is seeking a Building Caretaker for a multi-family residential, mixed-use property in North Vancouver. Reporting to the Property Manager, the successful candidate will be responsible for assisting with day-to-day operations and administrative functions for the property.

RESPONSIBILITIES

- Schedule viewings of residential suites and interview potential tenants.
- Complete accurate, detailed move in/out reports for each tenant and supervise move-ins/move-outs to ensure building security is maintained at all times
- Address maintenance requests in a professional, courteous and timely manner
- Collect, deposit, and record all rents, where applicable.
- Issue building notices and/or letters to tenants, when applicable.
- Coordinate and manage trades/consultants and process invoices in a timely manner.
- Identify options, define project scope, and obtain quotes for building repairs and maintenance
- Prioritize competing day to day building operational demands
- Janitorial work inside and outside of building and general property cleanliness
- Address tenant related issues
- Request Purchase Orders for all work and/or supplies being undertaken at the property
- Prepare and submit detailed Incident Reports related to accidents, altercations, and damage to the property and/or other applicable incidents
- Comply with regulations as contained in the Residential Tenancy Act
- When necessary, deal with emergencies on a 24hr basis Mondays to Fridays.

QUALIFICATIONS

- 5+ years previous Building Management/Caretaker or related experience.
- Strong customer service mindset
- Ability to negotiate lease agreements and maintenance contracts effectively
- Proficient knowledge of MS Word, Microsoft Excel, and G-Suite.
- Basic operational knowledge and use of a computer and smartphone
- Enthusiasm for new and expanded technology and innovations within the Property Management industry
- Knowledge of Residential Tenancy Branch policies and guidelines
- Excellent communication skills both written and verbal.
- Strong analytical and problem-solving skills.
- Knowledge of Yardi accounting software is an asset.

The ideal candidate has the following qualities:

- The ideal candidate will have proven organizational and multi-tasking skills.
- The successful person will be a self-starter with a service-oriented attitude who strives for continuous improvement of service and performance.
- Strong interpersonal skills with an outstanding level of integrity that will gain the trust and respect of staff and external stakeholders.
- Ability to effectively prioritize in a demanding, high paced environment.
- A dedication to providing consistent exceptional service excellence
- The ability to work both independently and as part of a team.
- A professional and polite disposition with the ability to turn a negative into an opportunity.
- Exceptional and articulate communication skills are required.

If you meet the requirements and are interested, please submit your resume and cover letter to careers@charddevelopment.com. We thank all applicants for their interest, but only those who are qualified may be contacted.