



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/03

Property Administrator

Job ID	00-04-FC-8D-85-93
Web Address	https://careers.indigenous.link/viewjob?jobname=00-04-FC-8D-85-93
Company	Devon Properties Ltd.
Location	Victoria, British Columbia
Date Posted	From: 2024-01-08 To: 2024-07-06
Job	Type: Full-time Category: Office
Job Start Date	As soon as possible
Job Salary	\$27.17 Per Hour
Languages	English Language Ability

Description

Job Duties:

- Ensure tenants and property manager(s) meet the terms of lease agreements.
- Administer paperwork relating to outstanding rent payments/arrears.
- Liaise with tenants regarding late rent payments, develop payment plans when required, ensure information and keep accurate records of agreed plans.
- May support property manager(s) with the preparation and administration of property service contracts following tenant vacation.
- Liaise with tenants and clients in-person and/or by telephone to ensure a timely response to questions, concerns and complaints.
- Administration of hydro accounts following tenant vacation, setting up new hydro accounts for vacant properties, and advising new tenants on the set-up process.
- May assist with negotiating and implementing new property leases.
- May assist with the supervision of clerical and maintenance staff, as required.
- Administer data entry into our Yardi system, including scanning and filing tenant documentation and related communication.
- Assist with the creation and modification of presentations, reports, spreadsheets, and other various administrative documents and communication tools.
- Prepare monthly property and tenancy reports on operating expenses, rent and income.
- Organize and code all property expenses invoices.
- May assist with coordinating the repairs and maintenance of properties, as required.
- Create electronic purchase orders, enter purchase orders into the system and distribute information to the accounting team for payment.
- Set up new vendors in the Yardi accounting system and ensure all new vendors provide relevant paper work to demonstrate Workers' Compensation Board coverage or private liability insurance.

Employment Requirements:

- A minimum of one year of property management experience.
- Good computer proficiency, including experience working with MS Office, MS Excel, MS Outlook and Adobe Acrobat.
- Effective business administration skills.
- Basic accounting proficiency.
- Accuracy and close attention to detail.
- Excellent communication and interpersonal skills.
- A desire and ability to quickly learn.
- Strong analytical and problem-solving skills.
- Be highly organized, have the ability to multi-task and work to tight deadlines under pressure.
- English language ability.

- Completion of a minimum 2 year college diploma or university degree.

Terms of Employment:

- Permanent, full-time position (37.5 hours per week).

- \$27.17 per hour.

- Benefits include paid vacation, extended healthcare, dental care, global medical assistance, employee life insurance, dependent life insurance, AD&D, short term disability, long term disability, employee assistance program.

Location:

- 100 - 990 Fort Street, Victoria, BC, V8V 3K2

Education Requirements

Completion of a minimum 2 year college diploma or university degree.

How to Apply

Please email your resume to Careers@devonproperties.com

Job Board Posting

Date Printed: 2024/07/03

Property Administrator

Job ID	A0B975A88F250	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=A0B975A88F250	
Company	Devon Properties Ltd.	
Location	Victoria, British Columbia	
Date Posted	From: 2024-01-08	To: 2024-07-06
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$27.17 Per Hour	
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Job Board Posting

NoExperienceNeeded.ca
your place for a first step or a fresh start

Date Printed: 2024/07/03

Property Administrator

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Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=9680767E4A95A	
Company	Devon Properties Ltd.	
Location	Victoria, British Columbia	
Date Posted	From: 2024-01-08	To: 2024-07-06
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