



Property Management Specialist

OUR MISSION: Providing excellence in support, housing, education and community, we work together to restore hope and a future to those overcoming the challenges before them.

The Cridge Centre for the Family strives to be an exceptional employer by providing our staff with support, flexibility, and a workplace that makes a positive difference in our community. Our benefit package is outstanding and the work environment is positive and supportive. We commit to thorough onboarding, which includes substantial orientation, complete training, and support as you integrate into our team. Reporting to the Manager of Supportive Transitional Housing, this position will coordinate with housing support workers and available community services to ensure the safety, wellbeing and provide residents with the best chance for a successful tenancy. Additionally, the Property Management Specialist will lead a multi-functional team to ensure operation, maintenance and repair of the housing units in their portfolio.

Skills and Abilities:

A suitable candidate has the:

- An ability to function effectively within the Constitution and Bylaws of The Cridge Centre for the Family.
- Previous experience working in the social housing sector an asset.
- Demonstrated excellent knowledge of the BC Residential Tenancy Act.
- Ability to work with staff and clients in a supportive, respectful and caring manner.
- Ability to function as an effective team leader and make decisions independently and in a timely manner.
- Excellent negotiation, mediation and conflict resolution skills.
- Ability to handle stress and emergencies in a calm, effective manner.
- Ability to handle highly confidential and sensitive issues with discretion, tact and diplomacy.
- Adaptability to changing and often competing demands.
- Strong organizational and time management skills and an eye for details.

Minimum Requirements for the Position:

- Two years' experience in property management.
- Two year's supervisory experience.
- Knowledge of building structures and systems and ability to identify problems and coordinate solutions effectively.
- Must possess strong planning, time management, efficient file management, and record keeping skills.
- First aid certification.
- Criminal Record Check required.

Education and Training:

- Minimum certification in property management or two years' training in tenant relations.
- Certified Property Manager Designation considered an asset.

Other:

- Have a reliable vehicle and valid class 5 driver's license.

Status: Full Time 37.5 hours/ week

Starting Salary: \$37/ hour

Closing Date: Until filled, Start Date: ASAP

This position is open to both male and female applicants.

Submit Applications to:

Candace Stretch, Manager of Supportive Transitional Housing and Family Services

1307 Hillside Ave, Victoria B.C., V8T 0A2

cstretch@cridge.org

Act Justly. Love Mercy. Walk Humbly.