



PROPERTY MANAGEMENT COORDINATOR

Organization Overview

Community Land Trust Group of Societies (CLT) is a non-profit, social purpose real estate developer whose purpose is to create, preserve and steward permanently affordable homes in diverse and mixed-income communities. The CLT is the social purpose real estate development arm of the Co-operative Housing Federation of BC (CHF BC) and we are responsible for growing the stock of permanently affordable homes so that low and middle income residents – including those who are marginalized and at-risk – can secure and sustain their homes, enrich our communities, & continue to build the collective social wealth. Learn more about our team, our exciting work and innovative partnerships at www.cltrust.ca

Overview of Responsibilities

The Property Management Coordinator is responsible for assisting in delivery of property management and maintenance services to the growing diverse portfolio of CLT buildings.

Reporting to the Property Manager, the Property Management Coordinator acts as the main point of contact coordinating maintenance requests and scheduling maintenance activities. This includes emergency, preventative and day-to-day maintenance coordination. In collaboration with the Property Manager and Maintenance Manager, this role is responsible for obtaining and scheduling maintenance of the CLT buildings, managing work-orders, and liaising with all stakeholders regarding completion of work.

The major responsibilities of this position include, but are not limited to:

- Work as directed by the Property Manager and Maintenance Manager to ensure that preventative and day-to-day maintenance requests are scheduled and completed on time
- Provide support to the Property Manager by planning and scheduling preventative maintenance with contractors
- Translate service request details into a work order as needed
- Assist with supervision of trades, consultants, and any other key partners
- Prepare and distribute Technicians' daily schedules as directed by the Maintenance Manager
- Monitor and follows up on work order progress to ensure timely completion
- Administer the work order tracking system
- Prepares reports to assist in work order and resource planning management
- Remain aware of potential problems on-site to avoid errors and delays
- Maintain inventory of maintenance equipment and supplies

- Assist the Property Manager and Maintenance Manager with hands-on tasks as needed
- Participate in on-call after hours emergency rotation
- Along with the Property Manager conduct pre-move out unit inspections and coordinate the member move in/move out process
- Work under the direction of the Property Manager on improvement of CLT's filing system
- Other related responsibilities as required

Education and Experience

The successful candidate will have background in property management or the trades with a minimum of 3 years' experience and knowledge of best practices in property management.

Other Skills and Abilities

- Advanced skills with Microsoft Office Suite, Outlook, and property management software.
- Working knowledge of maintenance contracts, and related documents.
- An enthusiastic, positive energy directed towards carrying out a diverse range of responsibilities.
- Adaptability and capacity to positively meet the challenges and changes of a growing organization.
- Ability to prioritize, meet deadlines and work under pressure in a fast-paced environment.
- Customer service mindset that encompasses superior written and oral communication skills.

Interested candidates must send an updated resume to careers@cltrust.ca

Working Conditions and Requirements

- The Property Management Coordinator is expected to effectively handle a large volume and variety of onsite duties across CLT's building portfolio. This position located onsite at CLT buildings.
- Ability to travel within the Lower Mainland and province, with occasional out-of-province or overnight travel.
- Flexibility to work outside of the regular work week (i.e. holidays/evenings/weekends) when needed to meet operational needs. This includes being available for on-call building emergencies and after-hours emergency rotations, and to facilitate the move in/move out process, if required.

- Access to a vehicle with a valid BC driver's license.
- Passing a Vulnerable Sector Check

At CLT, we foster a work environment that is inclusive as well as diverse, where people can be themselves. Every perspective and lived experience is valued so that together, as a co-operative, our interactions with members and the public embodies respect and a sense of belonging.