



Property/Leasing Manager
Part-time (16-20 hours per week).

Blackthorn Oak Estates

Blackthorn Oak Estate is a full - service Property Management and Consulting firm specializing in single family residential homes in Calgary, Airdrie, Cochrane and area. Blackthorn Oak Estate's goal is to provide clients and tenants with the highest ethical and objective standards in the property management industry.

Summary of your role:

As the Property/Leasing Manager, you will be responsible for the day to day operations at Blackthorn Oak Estates. You will ensure that all properties are well maintained as well as successfully managing all tenant and trade communications. Working alongside the Broker, you will also be responsible for carrying out all aspects of leasing.

You are passionate about providing a safe and clean place for residents to call home.

Your overall responsibilities:

- › Respond to all resident questions and concerns in a timely manner.
- › Handle all aspects of leasing homes such as; schedule viewings, conduct references and credit checks and perform move-in and move-out inspection.
- › Serve all legal documentation and any other resident communication as required.
- › Inspect occupied and vacant units as required.
- › Focus on customer service and resident retention.
- › Maintain accurate resident files.
- › Preparation of resident correspondence.
- › Responsible for bank deposits, EFT's and security deposit refunds.
- › Develop, track, and maintain a maintenance program.

What will make you successful in the role:

- › Previous experience in managing and leasing residential properties would be an asset.
- › Excellent customer service and relationship building skills
- › Solid understanding and enforcement of the Residential Tenancy Act
- › Strong communication skills and experience in conflict resolution
- › Must be willing to obtain licensing through the Alberta Real Estate Council of Alberta by September 2019
- › Proficient in the use of Microsoft Office

What Blackthorn Oak Estates offers to team members:

- › An organization that selects clients that are aligned with Blackthorn Oak Estate values.
- › A friendly, family-oriented and fun working environment
- › Flexible hours and location

All interested candidates are welcome to submit their cover letter and resume to clientcareers@talenterainc.com

While we appreciate all applications we receive, we advise that only candidates under consideration will be contacted.