



**WESTBANK
FIRST NATION**

Community. Leadership. Pride.

WESTBANK FIRST NATION Employment Opportunity

THE FOLLOWING POSITION IS AVAILABLE WITHIN WESTBANK FIRST NATION. IN ACCORDANCE WITH SECTION 20.1 OF THE WFN CONSTITUTION AND SECTION 3.1 OF THE WFN PERSONNEL POLICY, PREFERENCE WILL BE GIVEN TO QUALIFIED WFN MEMBERS WHO APPLY FOR THIS POSITION.

TITLE: Property Administrator
MINIMUM SALARY: Commensurate with experience
DEPARTMENT: Development Services
TERM: Full-Time

POSITION SUMMARY:

The Property Administrator supports the Superintendent of Property Management in overseeing and managing all aspects of assigned properties to ensure the successful administration of the department while maintaining the properties to a high standard.

The Property Administrator will oversee the department staff in the absence of the Superintendent and will assist to ensure that all staff provides exceptional service to tenants, service providers, contractors and internal team members.

DUTIES AND RESPONSIBILITIES:

- Provides financial and cost-accounting support to assist the Superintendent with management of real estate assets and capital projects
- Assists the Superintendent to monitor the progress on major operating and capital expenditures providing updates through spreadsheets and reports
- Assists the Superintendent with preparing and implementing Operating and Capital budgets including work plans for Property Management and Housing
- Provides assistance preparing and maintaining lease documents, renewals, and construction or service contracts by researching market rents, tenant history and collecting relevant information
- Maintains current knowledge of housing policies and procedures from AANDC, CMHC, Health Canada and other related agencies
- Coordinates all aspects of housing administration which includes the rental application process, tenant move in/out inspections, tenant history and financial reporting, rent collection and repayment agreements, preparing housing packages for funding submissions, applications and reporting to Government Agencies on funding requirements
- Administers the rent collection process and maintains arrears repayment agreements pursuant to the WFN Policies
- Administers standing orders, purchase orders and requisitions ensuring proper approvals are in place and that the WFN procurement process is followed
- Ensures that all invoices received are approved, properly coded, entered to the maintenance database and paid within a timely manner, communicating discrepancies to the Superintendent and working with Finance to resolve any payment disputes
- Ensures all building maintenance and repairs are handled satisfactorily and in a timely manner including following up with the tenants, contractors and service providers
- Assists the Superintendent with review of housing inspection/condition reports monitoring and updating the 3 to 5 year maintenance plan making recommendations in preparation for the annual budget process
- Assists the Superintendent with monitoring Staff to ensure timely response to tenant requests, concerns and comments, in an effective manner; coordinating with other internal team members if required
- Administers seasonal Beach Lots and Member Lots under the supervision of the Superintendent
- Communicates with Janitors and maintains inventory of custodial and cleaning supplies for each property
- Under the authority of the Superintendent administers building security systems, monitoring key and code logs, issuing keys and codes to employees as directed.
- Works with Facility Operators to ensure facility and recreational property bookings are done efficiently and by way of the current policy and procedures
- Assists the Superintendent in providing ongoing coaching, guidance and direction to employees
- May include cross-training in other functions to ensure satisfactory operation of the Development Services Department

QUALIFICATIONS, KNOWLEDGE, AND EXPERIENCE:

- Rental Property Management License or similar licensing is required
- Degree in Business Administration – Specializing in Finance
- Minimum 5 years related experience in commercial and residential real estate
- Minimum 5 years related experience in a supervisory position
- Minimum 5 years related experience with bookkeeping and financial practices
- Maintains current knowledge of legislation pertaining to commercial and residential tenancies and property management practices
- Knowledge of housing processes with AANDC, CMHC, Health Canada and other related agencies
- Financial comprehension including budgeting, account analysis & overall financial management
- Knowledge of building systems and facility management
- Demonstrates excellent verbal and written communication skills
- Strong organizational skills with attention to detail and accuracy
- Promotes and maintains a positive and professional relationship with tenants, clients, contractors and internal team members

- As a condition of continued employment, the incumbent must possess a valid Class 5 BC Driver's License with an annual driver's abstract in excellent standing

A competitive salary and benefits package is offered. Further information can be obtained at www.wfn.ca by visiting the *Employment Opportunities* tab located under the Menu tab, located in the top right hand corner of the homepage.

Interested applicants should email an [application form, cover letter, and resume](#) by **June 15, 2018**. **Please reference #18-7 and indicate clearly in your covering letter where you saw this posting and how your experience and qualifications that meet the requirements of the position.**

Incomplete and/or late submissions will not be accepted

Recruitment/Training & Development Coordinator
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