

Township of Langley

Job Title:	Property and Lease Coordinator
Competition Number:	24-U188
Employment Type:	Regular Full-Time
Pay Rate:	\$40.74 - \$48.09 per hour (5 steps, 2024 rates), plus benefits
Hours of Work:	35 hours per week; Monday to Friday, 8:30am – 4:30pm
Competition Opening Date:	November 1, 2024
Competition Internal Closing Date:	November 12, 2024
Competition External Closing Date:	November 22, 2024

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Property and Lease Coordinator** to join our team of professionals in the Property Services Department. Reporting to the Manager, Property Services, in this unionized position you will prepare lease documentation related to property management services of residential and commercial leased properties. This position requires considerable organization, initiative and attention to detail. You will have the ability to meet with property owners and their representatives and deal tactfully and effectively with a variety of internal and external contacts.

Responsibilities

- Administer a portfolio of residential and commercial leased/licenced properties including screening tenants, negotiating terms, rates, renewals, use clauses and related matters within established parameters
- Review leases/licences for completeness and accuracy and ensure that terms and provisions are met, in both a landlord and tenant capacity
- Draft both residential and commercial lease/licence agreements, correspondence and reports to Council according to applicable legal precedent
- Oversee the collection and enforcement of rent and licence payments
- Prepare and manage information required to track and administer all lease/licence revenue and costs, including invoicing and reconciliation thereof
- Maintain an accurate and up-to-date inventory for all Township leases/licences and related agreements
- Act as primary point of contact for all Township leases/licences and respond to related enquiries/complaints
- Complete property inspections and address any identified deficiencies, escalating to Manager if necessary
- Represent the Township in Residential Tenancy matters
- Perform related work as required

Qualifications

- Completion of a recognized legal assistant diploma program or a formal Property Management designation plus considerable related experience, or an equivalent combination of training and experience
- Thorough knowledge of procedures, forms, documents and legal terminology governing property leasing in BC
- Sound knowledge of practices and techniques used in property management
- Ability to prepare lease/licence documents related to municipal land/municipal use
- Ability to administer a portfolio of residential and commercial lease properties
- Ability to meet and negotiate tactfully and effectively with tenants and landlords and their representatives
- Ability to determine contract terms and conditions and interpret clauses to clients
- Ability to work with minimal supervision under considerable time constraints

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.