

Job Posting

Type: External Posting
Position: Maintenance Coordinator
Hours: Monday to Friday, 8:30 a.m. to 5:00 p.m.
Deadline Noon on Friday, March 24th, 2017

Established in 2002, Atira Property Management is a growing property management company dedicated to providing quality service to our clients and to giving back to our communities. An exciting opportunity exists in our Vancouver office for a full-time Maintenance Coordinator responsible for coordinating maintenance for our nonmarket housing clients.

Reporting to the Managing Broker, the Maintenance Coordinator will provide administrative support in creating and maintaining maintenance work orders for all properties using Yardi Voyager (property management software). The Maintenance Coordinator works cooperatively with the SRO Manager, the Director Operations, maintenance and building staff, and the accounting department to provide accurate information and support to ensure that maintenance work is scheduled and coordinated efficiently and professionally.

We offer a challenging and rewarding work environment for individuals committed to social justice work. Understanding the dynamics of poverty and the intersectionality of oppressions within anti-oppression, harm reduction and feminist frameworks and being able to apply this understanding in your day-to-day practice is mandatory. Must have a well-developed analysis of the legacy of colonization and assimilation and the resulting impact on First Nations, Metis and Inuit peoples. Must adhere to a feminist analysis of violence against women. Must be open to working with people who are struggling with substance use and/or mental & spiritual wellness. Must understand and be comfortable working within a harm reduction framework.

The ideal candidate is:

- organized and able to manage maintenance requests from start to finish, including staff / contractor deployment, inspection, follow up and invoice matching to work orders
- able to evaluate the urgency of requests for prioritization
- a good communicator; dealing with tradespeople, clients and colleagues respectfully and clearly
- a good negotiator; obtaining quotes from vendors and coordinating RFPs
- a good planner; scheduling and coordinating regular preventive maintenance, pest control services, annual fire inspections, etc.
- computer savvy, with intermediate skills using MS Office and smart phones; familiarity with Yardi Voyager is an asset

The successful candidate will have a diploma related to building maintenance and construction and/or two (2) years of administrative experience in project or construction management or a combination of these.

As you will be entering people's homes, the successful candidate must obtain a favourable criminal record review for working with children and vulnerable adults. They must be familiar with the Residential Tenancy Act.

The ideal candidate will be dependable, able to work well under pressure, flexible to work some evenings and weekends, have a valid BC Driver's License and have access to a vehicle for work.

Apply in confidence with a cover letter stating your salary expectations to jobs@atira.ca.

Application Process

Expressions of interest, including an updated resume and a cover letter describing how you meet or exceed the above-noted qualifications, must be received email at jobs@atira.ca or by fax at 604.689.9218. Only short listed applicants will be contacted. Please go to <http://www.atira.ca/careers> for an updated list of current postings. 3/20/2017