

# Property Administrators

An employment guide for newcomers to British Columbia



## Contents

1. What Would I Do? .....	2
2. Am I Suited For This Job?.....	4
3. What Are The Wages And Benefits? .....	5
4. What Is The Job Outlook In BC?.....	6
5. How do I become a Property Administrator? .....	7
6. How Do I Find A Job? .....	9
7. Applying for a Job .....	12
8. Where Can This Job Lead?.....	13
9. Where Can I Find More Information?.....	13

## Property Administrators (NOC 1224)

***Property Administrators may also be called:***

- *property manager*
- *property rentals manager*
- *apartment rental agent*
- *housing project manager*
- *leasing coordinator*
- *landlord*
- *supervisor, building management*
- *building manager*
- *strata manager*

### 1. What Would I Do?

***Property administrators*** perform administrative duties and co-ordinate activities related to the management and rental of investment property and real estate on behalf of property and strata property owners.

Your duties may include:

- approve rental or lease of various properties in a portfolio on behalf of property owners
- ensure that terms of lease agreement are met

- prepare and carry out contracts for providing property services, such as cleaning, maintenance, security and alarm systems
- co-ordinate the repairs, maintenance and renovations carried out on buildings and monitor progress and cost of work for property owners
- gather and maintain records on operating expenses and income
- prepare reports and review rents to ensure they are at market value
- ensure that trouble calls received from clients or tenants are acted upon
- administer damage deposits
- hire and supervise rental agents, building superintendents or other support staff performing operational, clerical or maintenance duties

More information:

- **WorkBC Career Profile for Property Administrators**  
<https://www.workbc.ca/Job-Seekers/Career-Profiles/1224>
- **Career Cruising** database (Profile for 'Property manager').  
<http://www.vpl.ca/digital-library/career-cruising>

Available from the VPL Digital Library | Explore our Digital Library page

## 2. Am I Suited For This Job?

***Property administrators should have:***

- *good communication skills*
- *basic math skills*

***You should be:***

- *self-disciplined*
- *honest*
- *detail oriented*
- *organized*

**Property administrators** primarily work indoors in an office environment but may include some time outdoors. Some live on site; others travel to and from different properties.

You visit the property, meet with people (contractors, maintenance staff), or inspect some aspect of the building.

Sources: WorkBC Career Profile & Career Cruising

### 3. What Are The Wages And Benefits?

In British Columbia, the median annual salary for *property administrators* is \$41,712. Hourly wages can range from \$12.65 to \$41.83.

In BC's regions, you can expect to make:

Community/Area	Wages (\$/hour)		
	Low	Median	High
<b>British Columbia</b>	<b>12.65</b>	<b>21.20</b>	<b>41.83</b>
<a href="#">Lower Mainland - Southwest Region</a>	12.65	21.15	41.83
<a href="#">Thompson--Okanagan Region</a>	12.65	21.20	41.83
<a href="#">Vancouver Island and Coast Region</a>	12.65	21.20	41.83

Source: Job Bank Wage Report [http://www.jobbank.gc.ca/wage-outlook\\_search-eng.do?reportOption=wage](http://www.jobbank.gc.ca/wage-outlook_search-eng.do?reportOption=wage) [Search 1224]

- earnings often depend on the employer, location, administrator's experience and education
- those who manage commercial properties often earn more than residential managers
- sometimes the property administrator lives in one of the buildings rent-free
- full-time property administrators generally receive benefits, including dental coverage, paid vacation and sick days, and retirement plan contributions

Sources:

- WorkBC & Career Cruising

## 4. What Is The Job Outlook In BC?

Industry experts forecast there will be 4,010 job openings for Property Administrators in BC between 2018 and 2028. Most jobs are located in the Mainland/Southwest and Vancouver Island regions of the province.

**JobBank Canada** forecasts that for the 2017-2019 period, the employment outlook for property administrators is expected to be good.

### Employment Outlook

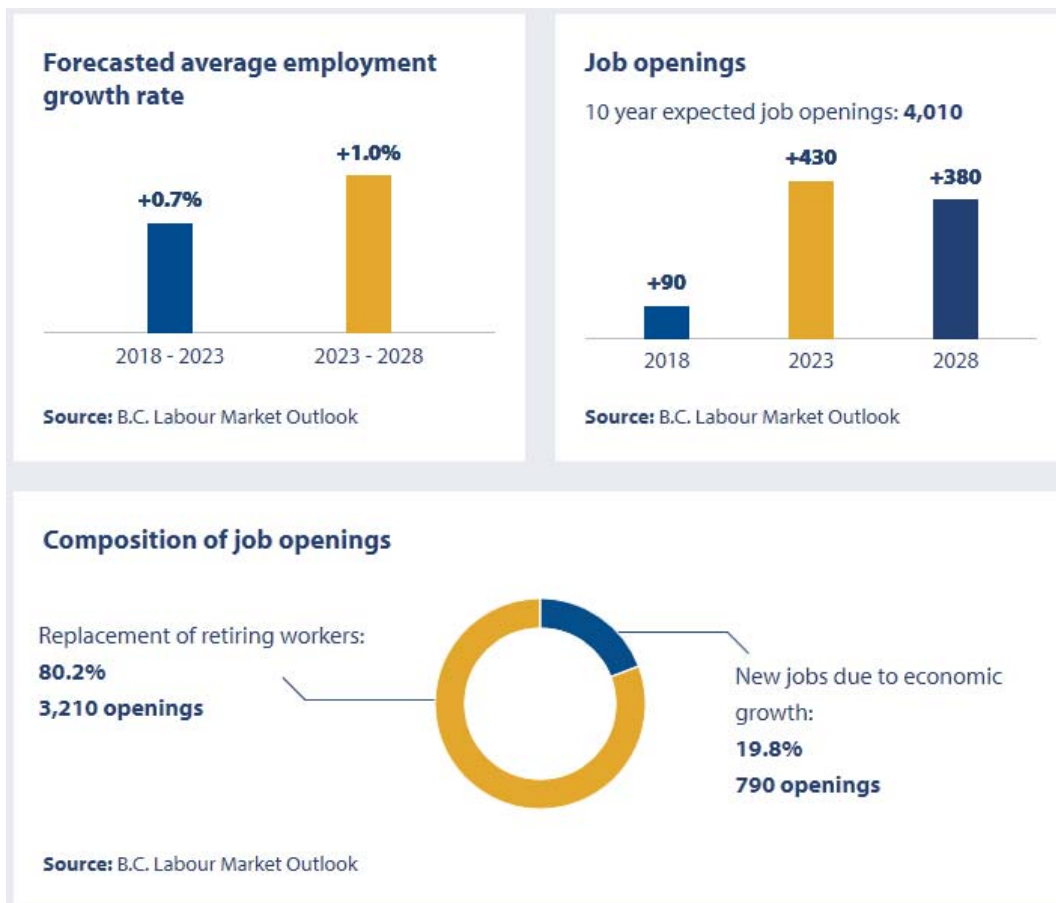


Chart from WorkBC

Sources:

- WorkBC & JobBank Canada Employment Outlook, <https://www.jobbank.gc.ca/explorecareers?select=ec-outlook>

## 5. How do I become a Property Administrator?

### **Property administrators *other than strata administrators*:**

Property administrators do not require certification\*\* in BC. Although there is no specific education requirement for property administrators, secondary school graduation is preferred. Completion of training courses in property management or real estate may be required by some employers. Property administrators must be a minimum nineteen years of age.

\*\*A **voluntary** designation of 'CPRPM Certified Professional Residential Property Manager' is available from the Professional Association of Managing Agents (PAMA): [https://www.pama.ca/pama/PAMA2018/PAMA\\_PUBLIC/PAMA\\_Education/CPRPM.aspx?WebsiteKey=d3a4424a-2aad-46ac-9e66-f1ae87900847](https://www.pama.ca/pama/PAMA2018/PAMA_PUBLIC/PAMA_Education/CPRPM.aspx?WebsiteKey=d3a4424a-2aad-46ac-9e66-f1ae87900847). Requirements include successful completion of educational component and at least three years of relevant practical experience.

### **Education for Property administrators *other than strata administrators*:**

Langara College and Vancouver Community College provide a variety of programs and courses for property administrators including:

- Property Management Certificate
- Social Housing Management Certificate
- Professional Building Manager Certificate
- Accredited Residential Manager

For details: [https://www.pama.ca/pama/PAMAR/PAMA\\_PUBLIC/PAMA\\_Education/CPE.aspx](https://www.pama.ca/pama/PAMAR/PAMA_PUBLIC/PAMA_Education/CPE.aspx)

**Strata property administrators (managers):**

- *must be licensed in BC before you can manage a strata*

***Licensing and Education for Strata Managers***

- Licensing is provided through the Real Estate Council of British Columbia (RECBC), <https://www.recbc.ca/licensing/strata.html>. Licensing requirements include:
  - successful completion of the *Strata Management Licensing Course* offered by the University of British Columbia, Sauder School of Business (Real Estate Division)  
[https://www.sauder.ubc.ca/Programs/Real\\_Estate\\_Division/Licensing\\_Courses/Strata\\_Management](https://www.sauder.ubc.ca/Programs/Real_Estate_Division/Licensing_Courses/Strata_Management)
  - applicant must be “of good reputation”: the applicant’s business experience, criminal record, and disciplinary action by other professional licensing organizations will be reviewed before licensing; see RECBC’s “Good Reputation” Guidelines for further details:  
[https://www.recbc.ca/licensing/education\\_licensing.html](https://www.recbc.ca/licensing/education_licensing.html)
  - satisfy the Language Proficiency Requirement (LPR)
  - submit original criminal record check from local police agency

*Further education* for Licensed Strata Property Managers is available from Langara College, through the ‘*Advanced Strata Management Course*’

<https://langara.ca/continuing-studies/programs-and-courses/programs/real-estate/courses.html>

For more information on the *role of strata property managers in BC* go to the government of British Columbia’s Housing & Tenancy website at:

<https://www2.gov.bc.ca/gov/content/housing-tenancy/strata-housing/operating-a-strata/roles-and-responsibilities/strata-property-managers>



## 6. How Do I Find A Job?

### *Where would I work?*

#### **Property administrators may work for:**

- *property, real estate and strata management companies*
- *property development companies*
- *government*
- *may be self employed*

### **Finding Advertised Jobs**

Jobs are advertised in a variety of sources including newspapers, magazines and online job sites.

#### **Local Newspapers**

You can look at the *Vancouver Sun* & *The Province* at Vancouver Public Library for free. Check the job postings daily, the careers section in the *Vancouver Sun* on Wednesdays and Saturdays and, in *The Province* on Sundays.

#### **Online Job Postings**

- **Real Estate Job Postings, Sauder School of Business, University of British Columbia (UBC) – Real Estate Division**  
<https://www.sauder.ubc.ca/Programs/Real%20Estate%20Division/Credit%20Programs%20and%20Professional%20Development%20Courses/Professional%20Recognition/Career%20Opportunities.aspx>
- **BC Housing** (agency of the province of B.C.), Career Centre  
<http://www.bchousing.org/careers>
- **Indeed.ca**  
[http://ca.indeed.com/advanced\\_search](http://ca.indeed.com/advanced_search)  
<http://ca.indeed.com/Strata-Property-Manager-jobs>
- **WorkBC**  
<https://www.workbc.ca/JobSeekers/SearchResults.aspx>

### ***Finding “Hidden Jobs”***

Many job vacancies are not advertised. The resources below will help you *with finding jobs in this “hidden” job market.*

### ***Using Directories to Create a List of Potential Employers***

You can use directories to produce lists of property management organizations. Contact them directly to find out if they're hiring.

- **CCI Canadian Condominium Institute *Vancouver Chapter Strata Service Directory***  
<http://www.ccivancouver.ca/other-resources/professional-services-and-business-members-directory/> [scroll down to 'Strata Management & Real Estate']
- **Commercial Real Estate in British Columbia – *Commercial Realtors***  
<http://realtors.cslink.ca/>
- **PAMA Professional Association of Managing Agents *Directory of Property Management Companies***  
[https://www.pama.ca/pama/PAMAR/Directory/PAMAR/PAMA\\_PUBLIC/PAMA\\_Directory/Intro.aspx?hkey=82b19411-b3c6-4c10-bc29-835bfee7a727](https://www.pama.ca/pama/PAMAR/Directory/PAMAR/PAMA_PUBLIC/PAMA_Directory/Intro.aspx?hkey=82b19411-b3c6-4c10-bc29-835bfee7a727)
- **SPABC Strata Property Agents of British Columbia**  
<http://www.spabc.org/members.html> [click on a region]
- **Reference Canada**  
<http://www.vpl.ca/digital-library/reference-canada>

Click on “Start Search” beside Canadian Businesses, then select the “Advanced Search” button. Select both “Keyword/SIC/NAICS” under Business Type and “City” under Geography. In the top search box enter “*property management*” and click LOOKUP. Select the appropriate headings. Lower down, select the Province, choose the cities, and click the “View Results” button.

Available from the VPL Digital Library | Explore our Digital Library page

***NOTE:*** You can access this database from a Library computer. If you are using a computer from outside the Library, you will need a Vancouver Public Library card to

login to this database. After clicking on the database name, you will be asked to enter your library card number and PIN (usually last four digits of your telephone number).

## ***Networking, Volunteering and Temporary Agencies***

Many positions are filled by people who have been recommended by someone they know. Networking, working as a volunteer or registering with a temporary employment agency are good ways of helping you find jobs and meet people in your industry.

### ***Networking and the Hidden Job Market:***

*When looking for work, be sure to talk to friends, relatives and neighbours. They may know someone who is hiring! Working as a volunteer, attending events, and joining clubs and associations are good ways to gain "Canadian experience." They are also good ways to meet people to learn about the local job market.*

### ***Volunteer opportunities***

- **Volunteer BC**

<http://www.volunteerbc.bc.ca/>

- **GoVolunteer.ca**

<http://govolunteer.ca/>

- **Salvation Army**

operates addictions rehabilitation centres, shelters, and transitional housing facilities throughout Vancouver & Metro Vancouver regions

<http://www.salvationarmy.ca/volunteer/>

- **YMCA of Greater Vancouver**

<http://www.vanymca.org/giving/volunteerwithus.html>

YMCA has many buildings, facilities and sites throughout Vancouver & Metro Vancouver regions

## Volunteer in Public Institutions

Many public institutions accept volunteers; consider volunteering for your local municipality.

- **Municipalities:** complete list of BC cities and towns available at: [www.ubcm.ca/EN/main/about/ubcm-members/municipalities.html](http://www.ubcm.ca/EN/main/about/ubcm-members/municipalities.html), examples are:
  - City of Vancouver, <http://vancouver.ca/people-programs/volunteering.aspx>
  - City of Surrey, <http://www.surrey.ca/culture-recreation/483.aspx>

*For additional tips see:*

- **Networking for Employment**

Go to <http://skilledimmigrants.vpl.ca>

[Search Networking for Employment]

- **Getting Canadian Work Experience**

Go to <http://skilledimmigrants.vpl.ca>

[Search Getting Canadian Work Experience]

## 7. Applying for a Job

In Canada, employers usually expect to receive a resume and a cover letter that identifies the position you are applying for and summarizes your experience. Use the library catalogue, <http://vpl.bibliocommons.com/> to find books on writing resumes and cover letters specific to your industry.

*For more information see:*

- **Writing Resumes and Cover Letters**

Go to <http://skilledimmigrants.vpl.ca>

[Search Writing Resumes and Cover Letters]

## 8. Where Can This Job Lead?

Some property administrators look after more than one building for an owner. As your career advances, you may be given responsibility for larger buildings.

## 9. Where Can I Find More Information?

- **British Columbia. Housing & Tenancy. Strata Property Managers**  
<https://www2.gov.bc.ca/gov/content/housing-tenancy/strata-housing/operating-a-strata/roles-and-responsibilities/strata-property-managers>
- **Professional Association of Managing Agents**  
<https://www.pama.ca/pama/pamar/>
- **Real Estate Council of British Columbia**  
<https://www.recbc.ca/>
- **Strata Property Agents of British Columbia**  
<http://www.spabc.org/>
- **Canadian Condominium Institute – Vancouver Chapter**  
<http://www.ccivancouver.ca/>
- **Learn More About Working in BC and Canada**  
Go to <http://skilledimmigrants.vpl.ca>  
[Search Learn More About Working in BC and Canada]

***Questions? Please ask the Information Staff at the Central Library or telephone 604-331-3603.***

*Please note that the information in this guide is also available online through the Skilled Immigrant InfoCentre website at <http://skilledimmigrants.vpl.ca/>.*