

Property Administrators

A guide for newcomers to British Columbia



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Property Administrators [NOC 2021: 13101/ NOC 2016: 1224]

Property Administrators may also be called:

- *property manager*
- *property rentals manager*
- *apartment rental agent*
- *housing project manager*
- *leasing coordinator*
- *landlord/landlady*
- *supervisor, building management*
- *strata manager*
- *property leasing coordinator*
- *leasing & development officer*

1. What Would I Do?

Property administrators manage rental and strata properties. You also act as the legal agents of property and strata property owners..

Your duties may include:

- rent and lease properties on behalf of property owners
- set up contracts for cleaning, maintenance, security and other services
- co-ordinate the repairs and renovations and monitor their progress and cost
- monitor operating expenses and income, and prepare financial reports and budgets

- ensure rents are at market value
- keep records on building functions, owners and tenants
- deal with tenant issues and manage damage deposits
- hire and supervise rental agents, building superintendents and other support staff
- stay up to date on property-related laws, and seek legal counsel on bylaws, contracts and building changes
- meet with clients and give building updates

More information:

- **WorkBC Career Profile for Property Administrators**
<https://www.workbc.ca/plan-career/explore-careers>
- **Career Cruising** database (Profile for 'Property Manager').
<https://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. 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 \$50,050.

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

Community/Area	Low (\$/hour)	Median (\$/hour)	High (\$/hour)
British Columbia	18.00	25.00	45.19
Lower Mainland–Southwest Region	18.46	25.00	43.75
Thompson–Okanagan Region	18.00	25.00	45.19
Vancouver Island and Coast Region	18.00	25.00	45.19

Source: Job Bank Wage Report <https://www.jobbank.gc.ca/trend-analysis/search-wages>

- earnings often depend on your employer, location, experience and education
- those who manage commercial properties often earn more than residential managers
- sometimes you may live 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?

The demand for property administrators is high due to the increasing number of people living in condominiums, apartments and townhouses. This is driving salaries up as companies compete for qualified workers.

Most jobs are located in the Mainland/Southwest, Vancouver Island and Thompson-Okanagan regions of the province.

JobBank Canada forecasts that for the 2022-2024 period, the employment outlook for property administrators is expected to be good.

Employment Outlook

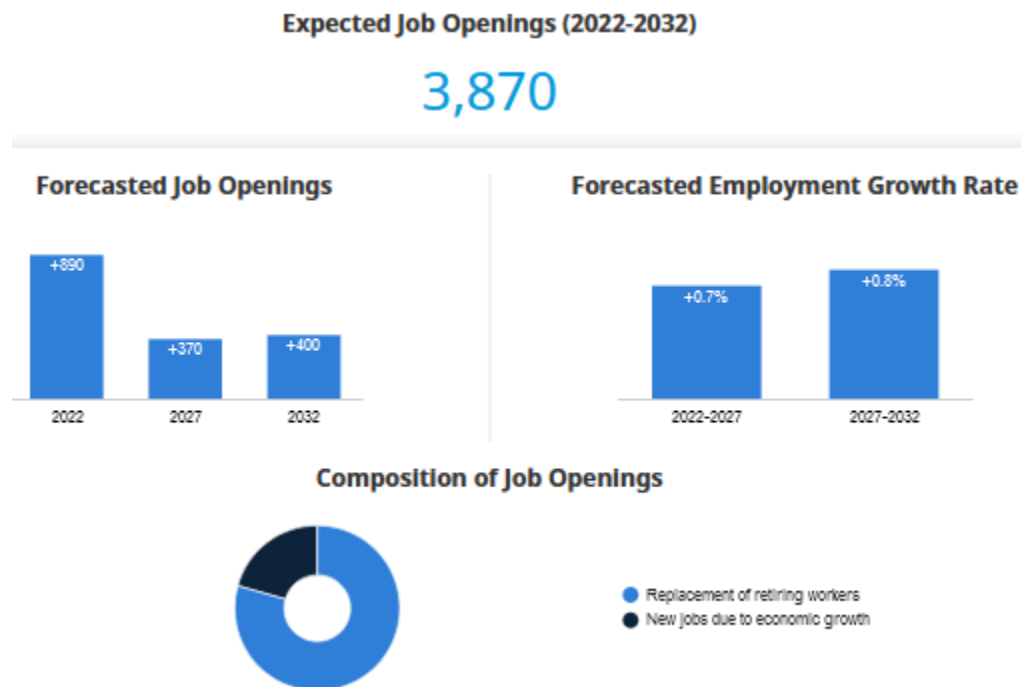


Chart from WorkBC

Sources:

- WorkBC Career Profile
- JobBank Canada Employment Outlook
<https://www.jobbank.gc.ca/trend-analysis/search-job-outlooks>

5. How do I become a Property Administrator?

Individuals providing real estate management services must be licensed with **BC Financial Services Authority [BCFSA]**.

Mandatory requirements for licensing:

- be at least 19 years old
- complete a training program in property or strata management
- obtain a Criminal Record check
- meet English Language proficiency requirements
- renewal of licence every two years
- continuing education courses to update your skills

Employers may also look for:

- several years of experience as a property clerk, contract clerk or administrative officer
- certification and continuing education through B.C.'s *Professional Association of Managing Agents (PAMA)*

Rental Property Managers

Licensing as a *Rental Property Manager* is required in order to provide real estate services to or on behalf of owners of rental real estate. All licensed rental property managers provide their services through real estate brokerages.

The Rental Property Management Licensing course is offered by the UBC Sauder School of Business, Real Estate Division.

More information:

- **Rental Property Manager, Becoming Licensed, BC Financial Services Authority**

<https://bcfsa-dev.n3xs.io/industry-resources/real-estate-professional-resources/education-and-licensing/becoming-licensed> [select Rental Property Management]

A **voluntary** designation of 'CPRPM Certified Professional Residential Property Manager' is available from the Professional Association of Managing Agents (PAMA). Requirements include successful completion of educational component and at least three years of relevant practical experience.

More information:

- **Professional Association of Managing Agents (PAMA)**
<https://www.pama.ca/site/site/content/Education/CPRPM.aspx?hkey=b4f8d6e8-3912-4af8-96e4-49a3f92866d1>

Strata Managers

Licensing as a Strata Manager is required to provide real estate services to strata corporations. All strata managers provide services through licensed brokerages.

The Strata Manager Licensing Course is offered through the UBC Sauer School of Business, Real Estate Division.

More information:

- **Strata Manager, Becoming Licensed, BC Financial Services Authority**
<https://bcfsa-dev.n3xs.io/industry-resources/real-estate-professional-resources/education-and-licensing/becoming-licensed> [select Strata Property Management]
- **Licensing Courses. UBC Sauder School of Business, Real Estate Division**
<https://www.sauder.ubc.ca/programs/real-estate/licensing-registration-courses/bc-licensing-courses>

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)**
<https://www.sauder.ubc.ca/programs/real-estate/credit-programs/professional-development/professional-recognition/career-opportunities>
- **BC Housing (agency of the province of B.C.), Careers**
<https://www.bchousing.org/careers>
- **Professional Association of Managing Agents (PAMA) Job Openings**
<https://www.pama.ca/site/site/content/News/Job-Opps.aspx?hkey=5e1db8ae-a376-48d3-b736-e93bbe5e206e>
- **Indeed.ca**
<https://ca.indeed.com>

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']
- **Condominium Home Owners Association of BC (CHOA), Business Members Directory**
<https://choa.bc.ca/business-members/> [select 'Strata Management & Real Estate']
- **PAMA Professional Association of Managing Agents**
 - **Rental Property Management Companies**
https://www.pama.ca/site/site/content/Directories/List_of_Rental_Property_Management_Companies.aspx?hkey=037d00b5-230d-4c8a-a09a-1ad158768a62
 - **Strata Property Management Companies**
https://www.pama.ca/site/site/content/Directories/List_of_Strata_Property_Management_Companies.aspx?hkey=cea9a7ec-081f-4da9-9576-ca95f53f4df8
- **Reference Canada**
<https://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

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**

<https://volunteerbc.bc.ca/>

- **GoVolunteer.ca**

<https://govolunteer.ca/>

- **YMCA of Greater Vancouver**

<https://www.gv.ymca.ca/volunteer>

YMCA has many buildings and facilities throughout Vancouver and Metro Vancouver regions

- **Salvation Army**

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

<https://salvationarmy.ca/volunteer/>

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: <https://www.ubcm.ca/about-ubcm/member-directory>, examples are:
 - City of Vancouver, <https://vancouver.ca/people-programs/volunteering.aspx>
 - City of Surrey, <https://www.surrey.ca/about-surrey/volunteering>

For additional tips see:

- **Networking for Employment**
<https://www.vpl.ca/siic/guide/job-search-resources/networking-for-employment>
- **Getting Canadian Work Experience**
<https://www.vpl.ca/siic/guide/job-search-resources/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, <https://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**
<https://www.vpl.ca/siic/guide/job-search-resources/writing-resumes-and-cover-letters>

8. Where Can This Job Lead?

With more experience, education and training, property administrators may become team leaders or supervisors for property management brokers.

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>
- **BC Financial Services Authority**
<https://bcfsa-dev.n3xs.io/>
- **Professional Association of Managing Agents**
<https://www.pama.ca/>
- **UBC Sauder School of Business, Real Estate Division**
<https://www.sauder.ubc.ca/programs/real-estate>
- **Building Owners and Managers Association of BC (BOMA)**
<https://www.boma.bc.ca/>
- **Strata Property Agents of British Columbia**
<https://spabc.org/>
- **Canadian Condominium Institute – Vancouver Chapter**
<http://www.ccivancouver.ca/>
- **Learn More About Working in BC and Canada**
<https://www.vpl.ca/siic/guide/job-search-resources/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 <https://www.vpl.ca/siic/>.