



Rental Administrator Full-Time

Campbell River Region
Campbell River

Tuesday July 28, 2026

Minimum wage - \$ 20/ hour (\$20.40 to \$25.50 per hour)

Company: Broadstreet Properties Ltd

Website: <https://www.broadstreet.ca/careers>

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Please apply directly at: <https://www.broadstreet.ca/careers/rental-administrator-campbell-river4>

Expiry Date:

Tuesday, August 11, 2026

Details:

The Rental Administrator is responsible for supporting accurate and efficient rental account administration across the property portfolio, including tenant account transactions, reconciliations, application processing, move-in/move-out coordination, and communication with internal partners. This position ensures accurate financial tracking, compliance with policies, and high-quality tenant service. Your contribution to the team includes:

- Post and reconcile tenant payments to tenant ledgers and address discrepancies with site teams
- Review and process credit balances, refunds, and account adjustments as required
- Process tenant applications accurately and maintain up-to-date tenant information
- Investigate and resolve open amounts and misapplied transactions on tenant accounts
- Ensure strict confidentiality and privacy of financial and tenant records
- Coordinate rental increase processing as directed by management

Communicate daily with site and leasing staff regarding tenant account issues and required documentation

- Prepare documentation for tenant move-ins and move-outs, including verification of required paperwork
- Conduct daily audits of new applications, duplicate files, and activity logs for accuracy and completeness
- Prepare month-end rent and account summaries, and analyze for errors and omissions
- Partner with the Collections team to support collection goals and accounts receivable performance
- Support continuous improvement of rental administration processes and documentation
- Support development and update of audit standards for rental office setup and documentation practices
- Work with Learning & Development to ensure audit standards and training materials are current
- Prepare audit documentation and support semi-annual audit schedule for

sites • Provide training, coaching, and support to site staff on rental admin processes • Perform other duties as required to support rental administration and operational needs

What we offer: Employees enjoy a wide range of benefits and competitive reward. You will be eligible to receive wages starting at \$20.40 to \$25.50 per hour, this will be determined by your skill set, education and experience. You will also be eligible to participate in the Company's benefits program covering:

- Employer paid extended health, vision, and dental coverage (including family)
- Employee and Family Assistance Program
- Employee Referral Program
- Yearly health and wellness benefit
- RPP eligibility after 1 year
- Employee recognition program
- In-house professional development opportunities

Why Broadstreet? Broadstreet Properties Ltd. is a family owned and operated property management company, partnered with Seymour Pacific Developments, that manage multi-family residential communities. We are a growing organization made up of diverse team members who are motivated to continuously innovate our approach to asset management. We consider employee wellbeing a priority and are dedicated to protecting the health and safety of our teams while ensuring a workplace that is respectful of everyone. Broadstreet Properties Ltd. practices equal opportunity hiring and onboarding processes to ensure equal access and participation for everyone. We understand that we have a responsibility for ensuring a safe, dignified, and welcoming environment and we are committed to creating an inclusive environment for all employees irrespective of race, colour, religion, sexual orientation, gender identity, or any other status protected by law. We believe in integrating people with disabilities into our workforce by removing barriers and meeting accessibility needs.

Qualifications & Experience:

What you need to be successful:

- Minimum two years experience in a property management, rental administration, or accounting support environment preferred not mandatory
- Experience with tenant account reconciliation and accounts receivable processes
- Proficiency in Microsoft Office applications with advanced skills in Excel
- Strong attention to detail and a high degree of accuracy in financial and data processing tasks
- Effective verbal and written communication skills
- Demonstrated ability to work collaboratively with teams and multiple departments
- Problem-solving skills and ability to investigate and resolve account issues
