

PROPERTY ADMINISTRATORS

NOC 13101

Perform administrative duties and coordinate the management and rental of investment property and real estate on behalf of property owners.



3-YEAR OUTLOOK



Moderate

3-YEAR JOB OPENINGS

84

MEDIAN HOURLY WAGE

$25.79

$17.32 LOW

$41.49 HIGH

TYPICALLY REQUIRED



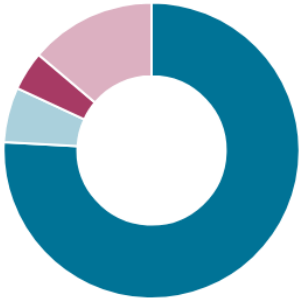
College or apprenticeship

EMPLOYED

712

AVERAGE SALARY

$58,400



EMPLOYMENT BY INDUSTRY

75.9%	Real estate and rental and leasing
6.0%	Public administration
4.3%	Administrative and support, waste management and remediation services
13.8%	All Other Industries



EMPLOYMENT BY AGE

Suppressed	15-24
11.2%	25-34
15.5%	35-44
22.4%	45-54
32.8%	55-64
18.1%	65+

ALSO KNOWN AS

- Accommodation Officer
- Apartment Rental Agent
- Housing Project Manager
- Property Administrator
- Property Leasing Coordinator
- Property Rentals Manager

MAIN DUTIES:

This group performs some or all of the following duties:

- Negotiate or approve rental or lease of various properties in a portfolio on behalf of property owners and ensure that terms of lease agreement are met
- Prepare and administer contracts for provision of property services, such as cleaning and maintenance, security services and alarm systems
- Coordinate the implementation of repairs, maintenance and renovations carried out on buildings and monitor progress and cost of work for property owners
- Compile and maintain records on operating expenses and income, prepare reports and review rents to ensure they are at market value.

