

PROPERTY ADMINISTRATORS (NOC: 1224)



Completion of training courses or a **vocational program** in property or strata management or real estate may be required.

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. They are employed by property, real estate and strata services management companies, property development companies and by government.



Work Prospects
(2018 - 2020): **Good**

Building
superintendents
(NOC: 6733)

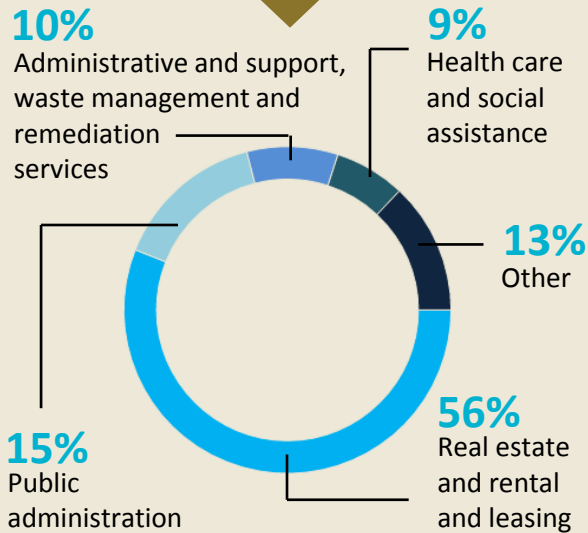
Facility operation
and maintenance
managers
(NOC: 0714)



Real estate agents
and salespersons
(NOC: 6232)

Support occupations in
accommodation, travel and
facilities set-up services
(NOC: 6721)

Employment by Industry



Examples of duties performed

- 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.
- Co-ordinate 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.



Sample Job Titles

Property administrator
Accommodation officer
Property rentals manager

237

Job Openings
2017-2026

\$18.75

Average
Wage
(per hour)



Funded by the Government of Canada and the Province of New Brunswick through the Canada-New Brunswick Labour Market Agreements.