



Posted: May 27, 2016

**VANCOUVER NATIVE HOUSING SOCIETY – JOB POSTING
NON-RESIDENT BUILDING MANAGER**

The Vancouver Native Housing Society (VNHS) provides safe, secure housing for Aboriginal individuals and families living in the urban setting. We are seeking a Non-Residential Building Manager, reporting to the Property Manager.

WHO ARE WE?

VNHS's mandate is to provide safe, secure and affordable housing. Although our original and ongoing mandate is to focus on the housing needs of the urban Aboriginal community we have expanded our operations to include housing solutions for seniors, youth, women at risk, persons living with mental illness and the homeless and homeless at risk populations.

Terms

Rate: \$16.40. Union membership is required.
Hours: Monday to Friday 8:30am to 4:30pm
Location: Building 3 (1766 Frances St. Vancouver, BC)

Occasional overtime calls will be paid as per the Collective Bargaining Agreement. This time includes one-half hour paid lunch.

Responsibilities:

- Respond to tenant request and emergencies
- Ability to use a computer and Microsoft Office Suite (Word, Excel, Outlook)
- Maintain daily administration, written journal and provide building condition reports
- Variety of cleaning tasks such as vacuuming, sweeping, mopping washing windows and polishing surfaces
- Maintain the exterior of the building and surrounding property clean and free of debris
- Seasonal tasks such as landscaping, filter changes and snow removal
- General building repairs – plumbing, electrical, carpentry and landscaping
- Carry out suite inspections – move-in move-out, annual condition, etc.
- Perform monthly fire safety tests
- Ensure daytime security
- Other duties as outlined in the Collective Bargaining Agreement

Qualifications:

- Completion of Grade 12. Post Secondary education an asset
- First Aid Certification
- Solid background in janitorial work
- Knowledge and experience in basic carpentry, plumbing, drywall repairs, painting, electrical, etc.
- Good inter-personal skills
- Team player
- Fluency in English both verbal and written
- Knowledge of Residential Tenancy Act
- WHIMIS



Applicants who have a knowledge and understanding of Aboriginal culture will be given preference.

Flexibility in hours and scheduling may be required to meet the needs of the organization.

We thank all applicants for their interest, however only short listed applicants will be contacted. Successful applicants will be required to submit a criminal record check. Interested applicants are requested to submit their resumes and cover letters via email noting **Non-Resident Building Manager** in the subject line.

No phone calls please | Email your cover letter and resume:

email careers@vnhs.ca