



## **Position: Residential Building Manager (Non Live-In)**

**Location: East Vancouver, BC**

**Hours: Monday to Friday 8:30am to 4:30pm**

**Website: [www.vnhs.ca](http://www.vnhs.ca)**

**Looking for a career where you can make a difference in the community while loving what you do?**

### **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, homeless and at risk populations.

Reporting to the Property Manager, the Building Manager performs a variety of duties from tenant inquiries to general maintenance and janitorial duties. The Building Manager is a key member of the Building Management team ensuring that the building and operational requirements are fulfilled while serving our client population.

### **Key Responsibilities**

- Acts as Society ambassador supporting application and tenant processes, directing stakeholders with VNHS and BC Housing processes;
- Work closely with the Property Management team supporting overarching tenant management functions;
- Maintain daily administration, written journal and provide building condition reports;
- General building repairs – plumbing, electrical, carpentry and landscaping;
- Seasonal tasks such as landscaping, filter changes and snow removal;
- Carry out suite inspections – move-in move-out, annual condition, etc.;
- 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;



- Perform monthly fire safety inspection and testing;
- Assist with building security and monitor security equipment when required;
- Other duties as outlined in the UFCW Collective Bargaining Agreement.

### Qualifications

- Grade 12 completion; Trade certifications and/or post secondary education an asset;
- Ability to use a computer and Microsoft Office Suite (Word, Excel, Outlook);
- Experience in basic carpentry, plumbing, drywall repairs, painting, electrical, etc.;
- Knowledge of Residential Tenancy Act;
- Knowledge of Occupational Health and Safety Regulations;
- Fluency in English both verbal and written;
- Knowledge of the Aboriginal Community and/or Aboriginal Ancestry is an asset;
- First Aid Certification an asset.

If you are interested in this position, please apply via indeed attaching a resume and cover letter to us with "Building Manager" in the subject line.

Please note, while we would like to connect with all of our applicants for this position, only those chosen for interview will be contacted.