

## **FULL-TIME BUILDING MANAGER**

The Bethania Group is currently recruiting for the position of **FT BUILDING MANAGER** at Deaf Centre Manitoba located at 285 Pembina Hwy. Deaf Centre Manitoba is a multi-functional facility serving Deaf, hard-of-hearing, Deaf-blind and hearing tenants, including a 57 bed Personal Care Home. This salaried position plays an important role in supporting all of our tenants, residents and staff while maintaining the day-to-day operations of the building.

As the successful candidate, you are a professional with a strong work ethic dedicated to providing exceptional customer service. Strong problem-solving skills with attention to detail and deadlines while, being able to multi-task and prioritize the workload with your team are required. You possess exceptional communication skills, both verbal and written. Responsibilities include: administration for tenant leasing, daily supervision of staff, ensuring the safety and security of the building as well as responding to tenant, resident and staff concerns and overseeing all building operations.

### **Required qualifications include:**

- min. 3 years experience in a Building Manager role preferably in Seniors and/or Social Housing
- 3 years experience in supervising and scheduling staff (unionized environment preferred)
- 2 years experience in general maintenance
- ability to read, write and speak proficiently in the English language
- working knowledge of the Manitoba Residential Tenancies Act: demonstrated experience in all facets of tenant relations and servicing contracts such as leases, documentation, mediation, hearings, eviction etc.
- demonstrated excellent problem solving, organization and management skills
- knowledge and experience with employee relations
- proficient computer skills using Microsoft Office including Outlook, Word and Excel

### **Desired qualifications include:**

- certification in Non-Violent Crisis Intervention
- knowledge of the HIPPO computerized maintenance system
- knowledge of community mental health and other support resources
- accounting skills
- demonstrated working knowledge of pest prevention and control

Preference will be given to candidates who have the ability to communicate using ASL. Successful candidates are required to provide a current (within 12 months) Criminal Record Check and Adult Abuse Registry Check. In exchange for your knowledge, experience and commitment to our team, we provide competitive compensation including a full benefit package with the opportunity to immediately enroll in our Healthcare Employee's Benefits & Pension Plan (HEB & HEPP) and Employee Assistance Plan (EAP).

If this position is of interest to you, please submit a cover letter and a resume explaining how you meet the qualifications including salary expectations by **4:00pm, Friday, August 25, 2017** to:  
Human Resources Dept, 1045 Concordia Avenue, Winnipeg, MB. R2K 3S7, Fax: (204)669-5479,  
Email: [sherri.hildebrandt@bethania.ca](mailto:sherri.hildebrandt@bethania.ca)

***If you have applied for this position previously, we thank you for your submission. You do not need to apply again. Only applicants meeting the required outlined qualifications will be contacted.***