

FULL-TIME BUILDING MANAGER

The Bethania Group is currently recruiting for an indefinite full-time term **BUILDING MANAGER** to manage multiple buildings operated by Bethania Housing & Projects. This salaried position plays an important role in supporting all of our tenants and staff and maintaining the day-to-day business operations of these locations. There is a possibility that within a two year period this position will become a permanent part time position working approximately 45.00 – 55.00 hours biweekly. Please see the Bethania Group website Housing Options online at bethania.ca for more information on the following buildings: Autumn House, BethaniaHaus, KingsfordHaus.

Responsibilities include: administration for tenant rentals and leasing, daily supervision of staff, overseeing all day-to-day building operations, ensuring the safety and security of the building as well as responding to tenant and staff concerns.

As a successful candidate, you are a professional with a strong work ethic dedicated to providing exceptional customer service. You are able to communicate effectively with staff, families, the general public and tenants. You have excellent written and oral communication skills and are able to read, write and speak in the English language. You have demonstrated problem solving and conflict resolution skills as well as logical thinking and a strong ability to determine and define priorities, and able to manage your time efficiently as you will be responsible for three buildings. You have the ability to work independently and as part of a team. You exercise good judgment and use discretion.

Other requirements:

- 5 years previous experience in a residential building management role preferably in Senior Housing and /or Social Housing.
- 3 years previous experience in supervising and scheduling staff.
- A complete understanding of the Manitoba Residential Tenancies Act & International Cooperative Alliance Principles is a requirement as well as knowledge of community service agencies and community resources.
- Working knowledge of pest prevention and control
- Basic computer skills with working knowledge of Microsoft Office programs
- Understanding of current safety and fire code regulations
- A full Class 5 valid Driver's license and a vehicle in good repair
- A current (within the last year) Criminal Record Check (with Vulnerable Person Sector search) and Adult Abuse Registry Check are conditions of employment.

Assets for this position are:

- Ability to communicate in German
- Knowledge and understanding of the Mennonite culture
- Certification in Non-Violent Crisis Intervention
- Knowledge of the HIPPO computerized maintenance system (CMMS)
- Technical expertise in building mechanical systems
- Previous experience in general Maintenance

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 outlining salary expectation along with a resume explaining how you meet the qualifications by 4:00pm, Friday, December 29th, 2017 to: Human Resource Dept, 1045 Concordia Avenue, Winnipeg, MB. R2K 3S7, Fax: (204)669-5479, Email: sherri.hildebrandt@bethania.ca