



THE BETHANIA GROUP

"Bethania, a Mennonite Organization, provides compassionate, outstanding long term care and affordable housing for seniors."

PART-TIME BUILDING MANAGER

The Bethania Group is currently recruiting for the position of a **PT (.7FTE) BUILDING MANAGER** for two Seniors Housing facilities managed by The Bethania Group - BethaniaHaus located at 1060 Kimberly Avenue and KingsfordHaus located at 426 Kingsford Avenue. This salaried position plays an important role in supporting all of our tenants and staff while maintaining the day-to-day operations of these buildings.

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 English communication skills, both verbal and written. Responsibilities include: administration for tenant leasing, daily supervision of staff, ensuring the safety and security of the buildings as well as responding to tenant and staff concerns. In addition, this position oversees all building operations and maintenance for both of these buildings.

Required qualifications include:

- 5 years experience in a residential Building Manager role preferably in Seniors Housing
- 3 years experience in supervising and scheduling staff
- Ability to read, write and speak proficiently in the English language
- Extensive knowledge of the Manitoba Residential Tenancies Act and International Co-operative Alliance Principles
- Demonstrated excellent problem solving, organization and time management skills
- Proficient computer skills using Microsoft Office including Outlook, Word and Excel
- Full Class 5 valid Driver's License and full use of a reliable vehicle
- Exceptional Customer Service skills
- Demonstrated understanding and knowledge of current Fire Safety Codes and Regulations

Desired qualifications include:

- Ability to communicate efficiently in the German language is a strong asset
- Knowledge and understanding of Mennonite culture and religion
- Certification in Non-Violent Crisis Intervention
- Previous experience in general Building maintenance
- Knowledge of the HIPPO computerized maintenance system
- Knowledge of community mental health and other support resources for Seniors
- Working knowledge of pest control and prevention

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, Monday, October 1st, 2018** to: Human Resources Dept, 1045 Concordia Avenue, Winnipeg, MB. R2K 3S7, Fax: (204)669-5479, Email: sherri.hildebrandt@bethania.ca

We thank all applicants for their submission. However, only applicants meeting the required outlined qualifications will be contacted.

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