



PT (.5) BUILDING MANAGER – Country Club Blvd.

The Bethania Group is currently recruiting for a Part-time (.5) **BUILDING MANAGER** to manage Country Club Blvd., a 55+ Seniors Housing apartment building (Independent Living) located at 529 Country Club Blvd. in Winnipeg, MB. This salaried position plays an important role in supporting all of our tenants and staff and maintaining the day-to-day business operations of this location.

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. On-call will be required.

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, tenants, families, and the general public. 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. You have the ability to work independently and as part of a team. You exercise good judgment and use discretion.

Other requirements:

- 3 years of Building Management experience
- 3 years experience working in Senior Housing and /or Social Housing.
- 3 years experience in supervising and scheduling staff.
- 2 years general Maintenance experience
- Gr. 12 Education or equivalent
- Knowledge of the Manitoba Residential Tenancies Act
- 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 valid Driver's license and a vehicle in good repair
- Technical expertise in building mechanical systems
- 5th class Power Engineer certificate would be an asset

Successful candidates are required to provide a current (within the last year) 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 clearly stating position applying for, along with a resume explaining how you meet the qualifications and including salary expectations by **4:00pm, Monday, April 08th, 2019** to: The Bethania Group HR Dept.
Fax: (204)669-5479, Email: kim.fedorowich@bethania.ca