

Ivan Franko Manor

200 McGregor Street
Winnipeg, Manitoba R2W 5L6
(204) 589-4949

Position Title: Building Administrator

Employer: Ivan Franko Manor Inc.

Reports to: Ivan Franko Manor Board of Directors

Term: part-time permanent position at 20 hours per week (3-month probationary period)

Compensation: Annual salary of \$21,000

Anticipated Start Date: June 1, 2021

Overview

The Ivan Franko Manor is located at 200 McGregor Street in Winnipeg's North End. The building is a 7-story not for profit independent living facility for seniors 55+ and has both one- and two-bedroom units.

The Manor is currently looking to fill a part-time Building Administrator position. The successful candidate will perform all duties necessary to run and maintain a 55+ apartment building. The successful candidate must be experienced in bookkeeping, public relations, and staff supervision.

The Building Administrator is required to manage tenant relations, communications, finances, and all other aspects of property management. The Administrator also supervises the work of the full-time live-in caretaker.

Position Duties

- Advertising and outreach to market the building to potential renters
- Respond to and follow up with phone calls and emails in a timely manner
- Meeting with potential renters and showing suites, inspecting suites when residents move out
- Completing paperwork for move-ins and move-outs
- Arranging building repairs and services as needed and approved by the board of directors, and ensuring payment and accurate record-keeping
- Supervising the work of the live-in caretaker
- Ensuring the overall security and safety of the building and residents
- Preventing and responding to situations in the building as they arise, liaising with residents, caretaker and board as needed
- Regular communication and reporting to Board of Directors, including attendance at meetings as required

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Desired Skills

- Minimum of 3-5 years property management experience at the administrator level
- Good verbal and written communication skills
- Highly organized, excellent time management and multi-tasking skills
- Ability to work independently and be self-motivated
- Good interpersonal and conflict resolution skills
- Strong sense of confidentiality, tact and diplomacy
- Ability to supervise and provide support to staff
- Able to respond to after-hours emergencies
- General knowledge of building maintenance and operations
- Knowledge of residential tenancy rules and regulations
- Knowledge of the North End community, local organizations, and services available for seniors
- Computer skills – Microsoft Office applications, Quickbooks

This position will require the submission of an acceptable criminal record check prior to the first date of employment. Applicants must be bondable. Three references will be required at the time of interview.

The Ivan Franko Manor is an equal opportunity employer. Candidates from all backgrounds are encouraged to apply and self-identify in their application.

To apply, please send your cover letter and resume to ivanfrankomanor@gmail.com by Friday May 7, 2021. Only those selected for an interview will be contacted.