

Building Manager Position

- **Tenant Relations & Customer Service** ○ Respond to resident inquiries and resolve complaints ○ Maintain positive relationships with tenants to support retention ○ Conduct move-ins, move-outs, and unit inspections
- **Property Maintenance Oversight** ○ Coordinate repairs and maintenance with vendors and contractors ○ Ensure common areas and grounds remain clean and safe, areas like laundry room and elevator as well ○ Track maintenance requests and follow up until completion
- **Leasing & Occupancy Management** ○ Advertise available units and conduct property tours ○ Screen applicants, verify references, and process applications ○ Prepare and execute lease agreements
- **Financial & Administrative Duties** ○ Collect rent and enforce payment policies ○ Manage budgets, invoices, and expense tracking ○ Maintain accurate records, reports, and compliance documentation
- **Regulatory & Safety Compliance** ○ Ensure adherence to local housing laws and building codes ○ Oversee safety protocols, including fire and emergency procedures ○ Maintain required documentation for inspections and audits
- **Community & Property Operations** ○ Organize community events or communications ○ Monitor parking, amenities, and shared facilities ○ Supervise any other on-site staff or contractors when applicable

Additionally,

- bring waste bins to the road and back
- prepare apartments after a "move-out" prior to new tenant moving in, like patching drywall blemishes, prime, paint -repair trims/doors
- unplug sink drains, toilets
- change light bulbs as needed -seasonal exterior window and door cleaning
- identify other issues that may require a sub-trade to be called in for repairs, such as electrical, plumbing and HVAC
- exterior garbage pickup (parking lot and parking garage)
- cut lawn and trimming, snow removal
- collect change from laundry machines Since the skill set we are looking for includes some handyman assets, the position could be filled sooner than the completion of the project if the person is handy enough to participate in the actual construction work as a labourer.

The pay expectation would be variable in some other available aspects. We can consider a "live-in" scenario where the pay would reflect the value of the accommodation. This would also depend on the size of the Unit involved. Benefits would have to be discussed, but in general the pay would be a salary in the \$50-60,000 range.