

## **Employment Opportunity**

### **BUILDING MANAGER**

A building manager is required for a 34-unit apartment building in downtown Trail for an estimated 15-25 h/week. Jubilee Place Apartments is a 34 unit, low-income, not-for-profit senior's facility located in Trail, BC.

#### **Roles, Responsibilities & Qualifications**

- Reports to and updates Board of Directors
- Manages maintenance personnel's workload
- Schedules and oversees work by contractors
- Participates in interviews for new tenants
- Maintains cleanliness with some daily cleaning
- Manages building garbage
- As a contractor, you must obtain WorkSafe BC insurance coverage.

The Building Manager must have respect and understanding of the elderly, good communication skills, an ability to keep information and interactions confidential, show good problem solving skills and a willingness to carry out policies as set out by the Board of Directors. Previous experience in building management and/or working with the elderly would be an asset. Applicants must be willing to complete a Police Information Check –Vulnerable Seniors, PIC-VS (a.k.a. Criminal Records Check). A job description is available upon request.

**Email cover letter, resume & references to  
directors@jubileeplace.org**

Apply before 12.00 noon on October 6, 2017.

Only those selected for an interview will be contacted.

For more information, write to