



Building Managers

Gain valuable work experience with a Crown corporation while ensuring that BC Housing tenants enjoy a well-maintained living environment

Prince George, BC

As the provincial Crown agency that develops, manages and administers a wide range of subsidized housing options, we're looking to hire Building Managers for Prince George. We have opportunities for handy individuals who really care about others, enjoy dealing with people, and can solve problems in a positive and timely manner.

While experience as a building manager would be advantageous, we are particularly interested in hearing from people who have the right attitude, and can either attend to minor maintenance and emergency repairs or are willing to learn!

BC Housing will offer you:

- Valuable work experience from a Crown corporation
- A training program (specific to the role)
- Medical and Dental Benefits
- Potential for other employment opportunities in the future

What would be some of your duties as a building manager?

- Maintain common and public areas of buildings—sweeping, washing, mopping, carpet cleaning, vacuuming, minor grounds upkeep, pool maintenance (if applicable), etc.
- Respond to tenant inquiries, complaints and emergencies
- Generate work orders for maintenance staff
- Perform minor electrical, plumbing and carpentry maintenance and emergency repairs
- Inspect building units, boiler rooms, fire alarm logs, security systems, etc.
- Liaise with the contractor to ensure that non-routine items (painting, pesticide applications, etc.) are carried out, as specified in the contract
- Operate a BC Housing vehicle, as required
- Maintain an inventory of cleaning and maintenance supplies
- Conduct arranged unit viewings with prospective tenants.

What do you bring to the role?

- You have a Grade 12 education or equivalent
- You're handy, resourceful and well organized
- You possess great interpersonal skills
- You can use a computer to prepare reports, work orders, etc., or are willing to learn
- You hold a valid driver's licence, preferably with access to a reliable vehicle.

To apply for the role of **Building Manager**, visit www.bchousing.org/careers/current_jobs. When applying, please submit a cover letter and your application in a single document.

BC Housing—one of BC's Top Employers for 2016—is the provincial Crown agency that develops, manages and administers a wide range of subsidized housing options for those most in need across the province. Share in the rewards of working with an organization that offers challenging work and competitive compensation and supports the growth and development of its people.

*Follow us on Twitter @[BCHjobs](#) to find out about **Building Manager** positions as they come available.*

BC Housing thanks all applicants for their interest; only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.

www.bchousing.org