

WE'RE HIRING



SITE SUPERINTENDENT (CLEANER / MAINTENANCE)

Location: 176 8th Street, Collingwood, ON, L9Y 2C8

Who we are:

As part of the Firm Capital Organization, an entrepreneurial organization with a bright talent pool, Firm Capital Property Management Corp. is the property manager for a portfolio of multi residential and commercial properties comprised of retail, industrial, and office across Canada and the United States. Please visit our website at www.firmcapital.com for further information.

What you need to succeed:

- At least one (1) year resident management, maintenance or cleaning experience;
- Strong communication skills for relationship building and conflict resolution;
- Successful at working on your own or managing teams of on-site staff, contractors, and vendors;
- Excellent organization, planning and time management skills; and
- Able to communicate effectively in English.

Your new role

- Ensure regular cleaning of common areas including sweeping, mopping, vacuuming, dusting and air vents, light fixtures, emergency lights, fire extinguishers, landings, entrances, elevators and garage.
- Prompt readiness of vacant apartments for showings or new tenants;
- Daily inspection of the building and outdoor grounds;
- Ensure all common areas including grounds and parking area are free from garbage and other disruptions from weather conditions;
- Oversee that all seasonal shoveling of all walkways, removal of ice in all areas utilized by tenants and driveway entrances;
- Regular maintenance including light repairs, such as electrical, painting, and minor plumbing;
- Regularly inspect fire equipment and ensure it is up-to-date with standard regulations;
- Ensure safety and security on the premise and be on-call for response to any after-hours emergencies;
- Provide customer service in response to all inquiries, feedback, complaints or concerns;
- Responsible for ensuring all Property Management policies, procedures, and operations are conducted effectively;
- Assist the Property Manager with all administrative duties as needed; and will include, but not be limited to, all related showings and leasing activities with prospective tenants.
- Perform other duties as assigned.

To apply, email your resume to:
careers@firmcapital.com