



A Real Estate Capital Bank

A Real Estate Capital Company Celebrating 35 years in 2022

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**Title:** Building Manager Couple - Live-in

**Location:** Burlington, Ontario

**Reports to:** Property Manager

**Job Type:** Permanent, full-time

#### **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](http://www.firmcapital.com) for further information.

#### **Position Overview:**

We currently have opportunities available on our team for a couple to oversee the administrative and onsite maintenance activities for a residential property in Burlington. You will be working under the direction of the Property Manager.

#### **What you need to succeed:**

- Experience in Residential Building Management or other related experience;
- Experience in a cleaning role and customer service experience;
- Strong communication skills for relationship building and conflict resolution;
- Successful at working on own or managing teams of on-site staff, contractors, and vendors;
- Excellent organization, planning and time management skills;
- Computer proficiency with MS Office, specifically excel and word;
- High School Diploma or equivalent; and
- Able to communicate effectively.

#### **Your new role**

- The day-to-day management of the property including cleaning, repair/maintenance, diagnosing and resolving problems, and showing units;

- Responsible for ensuring all Property Management policies, procedures, and operations are conducted effectively;
- Ensure regular cleaning of common areas;
- Manage on-site daily activities and shared on call duties;
- Assist in renting out of apartments, application process, marketing vacancies and inquiries, and rent collection;
- Maintaining and Building positive professional tenant relationships;
- Provide customer service in response to all inquiries, feedback, complaints or concerns;
- Daily inspection of the building and outdoor grounds;
- Snow shoveling of steps/sidewalks during winter months;
- Regular maintenance including light repairs, such as electrical, painting, and minor plumbing;
- Ensure safety and security on the premise and be on-call for response to any after-hours emergencies;
- Manage the timely order of P.O. requests; and
- Perform other duties as assigned.

**How to apply:**

Please forward your resume and reference the position you are applying to [careers@firmcapital.com](mailto:careers@firmcapital.com). If you are applying with a partner, both of you must submit a resume separately. Please list any professional certification you may have. If you do not currently live in Burlington, please state if you are willing to relocate to Burlington.

Visit our website at [www.firmcapital.com](http://www.firmcapital.com) for further company details. We thank all candidates who apply for this opportunity.