

## **Building Manager**

### **The Company**

Located in Vancouver, Cressey Development Group is a leading real estate firm established 50 years ago. Cressey has evolved into a large size development and property management company that does more than construct buildings. We create communities – the kind of desirable places that people are proud to own, proud to live in, and proud to call home.

### **Job Overview**

The Building Manager is responsible for overseeing the daily operations of several residential properties. You will be responsible for ensuring the safety and security of building tenants, coordinating, and managing maintenance and repair activities, and liaising with vendors to ensure smooth daily building operations.

### **Key Responsibilities**

- Coordinating and overseeing regular building maintenance and repairs.
- Managing and directing cleaning and security staff and activities.
- Preparing and carrying out emergency protocols and procedures.
- Maintaining a safe environment for building occupants and visitors.
- Marketing and showing available suites to prospective residents, completing rental agreements with tenants and other leasing paperwork as required.
- Schedule and coordinate preventative maintenance contracts.
- Process new tenants' application.
- Coordinate move in/move out.
- Prepare welcome packages, tenant correspondences, notices, and other documentations.
- Following up with tenants when there were outstanding invoices.
- Assist with tenant's rental charges and damage deposits.
- Coordinated janitorial and maintenance inventory supplies.
- Responding to any emergency calls from tenants during working hours and coordinating contractor attendance as required.
- Assist the property manager with the supervision of building management contractors (i.e., cleaning services, minor projects, locksmith etc.).
- Assist Property Manager in administration as needed.
- Additional duties as required.

### **Skills and Qualifications**

- 3+ years experience as a building manager, managing 100+ units of residential properties.
- Post-secondary education in business or real estate.
- Strong working knowledge of the Residential Tenancy Act and other relevant laws, regulations, and building codes.
- Experience assisting a full building lease-up.
- Bookkeeping or other related administrative experience.



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- Experience with building operations including building security and fire systems as well as HVAC, elevators, fire pumps, generators
- Proficient in Microsoft Office (specifically Excel, Outlook, and Word).
- Ability to travel throughout the Lower Mainland with access to your own vehicle.
- Exceptional communication skills and customer service skills.
- High level of personal and professional integrity.
- Extremely organized with the ability to effectively multi-task.
- Quick learner and works well independently and in a team setting.
- Ability to work a varied schedule including evenings and weekends.

Cressey Development Group offers competitive wages and benefits, including extended health, vision and dental. If you meet the requirements of the position and are interested, please submit your resume to [hr@cressey.com](mailto:hr@cressey.com). We thank all applicants for their interest, however, only selected qualified individuals will be contacted.