

JOB DESCRIPTION

PRIVATE PENSION PARTNERS REALTY SERVICES INC.

BUILDING MANAGER	
Location:	Winnipeg, MB
Compensation:	Compensation commensurate with experience and will include base salary, and benefits package.
Reports To	Property Manager

JOB OVERVIEW

Private Pension Partners Realty Services Inc. ("P3 Realty") is seeking an onsite Building Manager to join our growing team. As the Building Manager, you will represent the face of our building as well as P3 Realty and as such will have the ability to present yourself in a professional and positive manner while elevating and fostering tenant experiences and relationships. The successful candidate will have a passion for creating and maintaining excellent relationships with tenants and contractors, while addressing all complaints and concerns quickly, efficiently and in a professional manner.

KEY RESPONSIBILITIES

- Creating and maintaining excellent relationships with tenants and contractors, while addressing all complaints and concerns quickly, efficiently and in a professional manner;
- Manage any tenant issues as they arise and report any disputes, requests, acknowledgments, and inquiries on a regular basis to the Property Manager;
- Complete regular inspections of entire building and property grounds to ensure the building is safe and secure, is well maintained, visually, mechanically and operationally to ensure the comfort of our tenants;
- Possess strong organizational skills and attention to detail;
- Identify areas requiring maintenance (i.e. mechanical, security, garbage/recycling, landscaping, etc.) and communicate your findings to the maintenance team or Property Manager;
- Perform light maintenance and building cleaning functions (e.g. vacuuming, mopping, window cleaning, garbage pickup, gardening, snow shovelling, light bulb changes, etc.);
- Propose and facilitate cost-effective resident experience enhancements. Direct and execute approved plans and programs in accordance with the directives of the Property Manager or P3 Realty;
- Conduct touch point surveys with tenants to determine potential opportunities for improvement;
- Establish a comprehensive knowledge of the building including availability of suite types and layouts, common areas and amenities of the building and value added services provided in order to appropriately lease available units;
- Collect payments and building security deposits;
- Schedule and supervise tenant move-in and move out activities, perform regular suite inspections, maintain records of suite repairs and ensure vacant suites are ready for new tenants; and
- Deliver notices and other relevant paperwork to residents as required.

QUALIFICATIONS & SKILLS

- 2+ years proven experience in a Resident or Building Manager position;
- Proficient in basic computer literacy. Knowledge of Yardi will be considered a strong asset;
- Ability to create great relationships using strong interpersonal skills, while remaining professional;
- Able to work flexible hours, including weekends and on-call for emergencies; and
- Communication Skills - Ability to communicate effectively and professionally, both oral and written.

ABOUT PRIVATE PENSION PARTNERS REALTY SERVICES INC.

P3 Realty (<https://www.p3realtyservices.com/>), a division of the Private Pension Partners (P3) Group (<https://privatepensionpartners.com/>), provides integrated property management and brokerage services for P3 assets and third-party clients. Our solutions are technology-driven and operations-focused, with a strong commitment to tenant satisfaction and long-term asset performance.