



## **Building Manager – Job Description**

The Affordable Housing Societies – one of BC’s largest not-for-profit affordable housing providers is seeking experienced Resident Managers. At Affordable Housing Society, we’re dedicated to “Making People’s Lives Better” — for our tenants, their families, and our employees. Join an exceptional group of diverse, caring, and passionate individuals who are inspired to make a difference. We are staffing for growth and looking for potential auxiliary RM’s to backfill regular full-time positions when the need arises. Come join our team!

**Reporting to the Property Manager**, the Resident Manager serves as the landlord’s representative in matters of resident relations and building management at the assigned site. The position functions as the front-line contact for residents to ensure successful tenancies, the safety and well-being of tenants, and the effective operation, maintenance, and repair of the buildings. This role is responsible for the rental and move out of suites, collection of monthly rent contributions and strong tenant relations.

You:

- Are a positive, detail oriented and passionate professional who wants your work to have a lasting meaningful impact for individuals and families, through excellent management of the properties and homes in which they live.
- Have a record of effective tenant relations, conflict resolution, facility maintenance and security, including compliance with municipal and provincial regulations.
- Have a passion to maintain a great environment for residents.
- Champion the values of integrity, kindness, and compassion, and take seriously the social responsibility of effectively managing the housing of individuals of various backgrounds including many who are highly vulnerable.
- Understand and are empathetic to the many reasons individuals find themselves in precarious housing situations including trauma, addictions, mental health challenges and the confidentiality that goes along with it.

You have recent experience as a residential rental building manager, minimum of one year of supervisory experience, strong knowledge of building structures and systems with an ability to recognize and address deficiencies. You also have strong MS Office (Word/Excel) knowledge and demonstrated knowledge of Residential Tenancy Act and Municipal/Provincial compliance regulations.

This position is 9am to 5pm daily, 5 days/week on site. We provide a competitive salary and vacation time, along with a comprehensive total compensation package that includes employer-paid health, dental, and wellness benefits, employer-paid GRSP (Group Registered Savings Plan) contributions, excellent work-life balance, and additional perks like staff education and professional development.

Please visit our website at [www.affordablehousingsocieties.ca](http://www.affordablehousingsocieties.ca).

While we appreciate all applicants, only those selected for an interview will be contacted.

Affordable Housing Societies is committed to being an equal opportunity employer and values diversity in the workplace. We provide accommodation upon request for candidates participating in all aspects of the selection process. Employment decisions are based on qualifications, merit, and business needs.