



Victoria Park Community Homes is one of the oldest and largest private non-profit housing corporations in the province of Ontario. Our portfolio that we manage has grown to more than 2,641 apartments, townhouses, and single family homes located in Hamilton and neighbouring communities.

We have an immediate opening for a permanent, full-time:

RESIDENT MANAGER

This position is responsible for **residential townhouses (117 units)** on the Hamilton Mountain.

Areas of Responsibility include day-to-day maintenance, cleaning, administrative duties and tenant relations.

*The successful candidate **must live on-site** and have daily access to a reliable vehicle.*

The position is suitable for one person or a two-person team.

Anticipated Start Date: February 2019

COMPENSATION:

Starting Salary: \$31,815 per year

Benefits: Quarters Allowance (3 bedroom unit), utilities, basic cable, Wi-Fi, company cell phone, mileage reimbursement, 3 weeks' vacation to start, group health insurance plan, pension plan, professional training and development.

Reporting to the Property Manager, responsibilities include, but are not limited to:

KEY FUNCTIONS AND DUTIES:

1. Rent collection and administration
2. Maintenance repairs
3. Distribution of notices to tenants
4. Responding to tenant concerns
5. Performance of Preventive Maintenance Program
6. Turnover and inspection of units
7. Clean units when they become vacant
8. Show vacant units to perspective tenants
9. Conduct site inspections, identify deficiencies and implement corrective action.
10. Clean the grounds and remove ice and snow, when required
11. Perform other related duties as assigned and outlined in the job summary

SKILLS AND QUALIFICATIONS:

1. Must be reliable with a good attitude and employment record.
2. Must possess excellent communication skills to effectively deal with residents, contractors staff.
3. Must be able to communicate by phone and email.
4. Must be committed to the provision of non-profit housing.
5. Must have own tools and be able to perform minor maintenance repairs, as required.
6. Must have knowledge of the Residential Tenancies Act.
7. Must have proven experience in all facets of cleaning.
8. Must possess a valid Class G driver's license and own a reliable vehicle.
9. Must be bondable.
10. A police record check is required at the applicant's expense.
11. Preference will be given to applicants with prior experience as a Resident Manager.

Interested and qualified applicants can submit their resumes with cover letter by:

Friday, January 25, 2019 at 4:30 p.m. to:

Victoria Park Community Homes
155 Queen Street North
Hamilton, ON L8R 2V6
ATTN: Human Resources Generalist

By email: Recruiter@vpch.com or fax: 905-667-0354

Victoria Park Community Homes will accommodate people with disabilities throughout the recruitment and selection process. Applicants are encouraged to make their needs known in advance if accommodation is required.

We thank all applicants for their interest in employment opportunities with Victoria Park Community Homes. Please note that only those selected for an interview will be contacted.

No phone calls or placement agencies, thank you.