



Victoria Park Community Homes is the largest private non-profit housing corporation in the province of Ontario. Our portfolio has grown to more than 2,650 apartments, townhouses, and single family homes located in Hamilton and neighbouring communities.

We have an immediate opening for a permanent:

RESIDENT MANAGER COUPLE

POSITION OBJECTIVES

Reporting to the Property Manager, this position is responsible for day-to-day minor maintenance, cleaning, administrative duties and tenant relations for two residential townhouse properties (43 units) in Halton Region. The successful candidates must live on-site and have daily access to a reliable vehicle. This position is suitable for a two-person team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Rent collection and administration
- Maintenance repairs
- Distribution of notices to tenants
- Responding to tenant concerns
- Performance of Preventive Maintenance Program
- Turnover and inspection of units
- Clean units when they become vacant
- Show vacant units to prospective tenants
- Conduct site inspections, identify deficiencies and implement corrective action
- Clean the grounds and remove ice and snow, when required
- Perform other related duties as assigned and outlined in the job summary

A more detailed job summary will be available to candidates selected to interview.

EDUCATION AND EXPERIENCE

- Must be reliable with a good attitude and good employment record.
- Must possess excellent communication skills to effectively deal with residents, contractors and staff.
- Must be able to communicate by phone and email.
- Must be committed to the provision of non-profit housing.
- Must have own tools and be able to perform minor maintenance repairs, as required.
- Must have knowledge of the Residential Tenancies Act.
- Must be bondable and be prepared to execute a *Bondability Affidavit*.
- A police record check is required at the applicant's expense.

This position is open only to those legally entitled to work for any employer in Canada.

COMPENSATION

STARTING ANNUAL SALARY: \$8,121

BENEFITS:

- Quarters Allowance and utilities (3 bedroom townhouse – taxable benefit)
- Mileage reimbursement for pre-approved business travel
- 3 weeks' vacation to start
- Group insurance plan (extended Health, Dental, Life, Long-Term Disability, Travel, Accidental Death and Dismemberment; Employee Assistance Plan)
- Pension Plan
- Paid Time Off
- Professional training and development opportunities.

Interested and qualified applicants can submit their resume with cover letter by email to Recruiter@vpch.com or by fax: (905) 667-0354. Deadline is Noon, Thursday, September 12, 2019.

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

We appreciate the interest of all applicants in employment opportunities with Victoria Park Community Homes. Only those selected for an interview will be contacted.