The Whyte Foundation is looking for an honest, reliable and enthusiastic candidate able to work as a live-in Resident Manager in Banff. This part-time opportunity allows you freedom to live in the property in a one-bedroom unit and manage your life at the same time.

As the Resident Building Manager you will be responsible for:

- Appearance of the property and for the safety and convenience of the residents at all times
- Reporting all deficiencies, maintenance requirements and vandalism to the Property Manager as required
- Performing check of mechanical room and handling of garbage/recycling
- Daily cleaning of the building common areas
- Providing emergency on-call support for the residents
- Building and maintaining positive, professional relationships
- Contractor liaison
- Seasonal maintenance, including some snow shoveling and salting, etc.
- Carry out minor maintenance requirements on a scheduled or periodic basis including but not limited to filter replacement, lamp replacement, painting walls etc.

To be successful, previous experience renting apartments and assisting tenants is required.

Responsibilities:

Maintain the Physical Asset of the building.

- Supervise maintenance staff and any contract workers
- Make regular follow-up inspections on maintenance work
- A general understanding of basic plumbing, electrical and carpentry
- Supervise all vacant apartment preparation procedures
- Good judgment and innovation
- The ability to lift up to 50 pounds
Education/Experience:

- Minimum high school education
- Accredited Resident Manager (ARM) status; and/or
- Reasonable experience as a resident manager or related field
- Ability to handle finances and work within a budget
- Demonstrated integrity on personal as well as professional level
- Ability to interact with a wide range of people

If you feel this is the job for you, please forward your resume to humanresources@whtye.org

Only those chosen to be interviewed will be contacted. No phone calls please.