



The Tricar Group is an award winning developer leading the way in Southwestern Ontario as the premiere high-rise builder. We are passionate about our company, our work and our commitment to delivering outstanding condominium homes and rental apartments while delivering the best customer service.

We are currently looking for an  
***Assistant Building Manager***

We are currently looking for an Assistant Building Manager, with a problem-solving and highly engaged mindset, to become an integral part of our property management team.

#### **Job Description**

The Assistant Building Manager position is the perfect opportunity for an individual to work on a part time basis, assisting the Building Management Team to provide the day to day maintenance and management of a luxury high rise rental building located in London, Ontario.

This is a permanent, part-time position that will require the individual to work 8-9 days per month, including some weekends. Individuals will be required to be flexible in terms of work hours to handle emergencies, enquiries and facilitate move-ins. The role requires that the Assistant Building Manager provide a clean criminal record check. It is preferred but not required that the Assistant Building Manager live on site.

#### **Responsibilities and Duties**

- Cleaning of building lobby, common areas and turnover vacant suites
- Ensuring all grounds are safe and free of hazards
- Responding to tenant inquiries and requests
- Assisting in building management and office administration
- Shovel and remove snow in the winter

#### **Qualifications**

- Previous experience in cleaning, building management and renting suites (1-2 years' experience preferred)
- Flexibility in schedule to work occasional evenings and weekends
- Ability to problem solve effectively, multi-task and maintain composure
- Knowledge with repair and general maintenance
- Excellent communication and organizational skills
- Ability to push garbage bins periodically
- Team oriented mindset
- Self-motivated and the ability to thrive in a fast-paced environment



Tricar has an impressive portfolio that has grown to over 6000 quality homes across Southwestern Ontario including both high-rise apartment rentals and luxury condominiums. Our innovative and quality craftsmanship has earned us numerous awards for architecture and design excellence and our personal, dedicated attention to customer care has earned us the honour as Builder of the Year by Tarion Warranty Corporation.

We invite you to experience The Height of Living in a Tricar home and see how we're different. You will work with an award winning, reputable company in a positive team environment and have the opportunity to forge a very rewarding and long-term career. Please provide cover letter and resume to [lpepe@tricar.com](mailto:lpepe@tricar.com).

We thank all applicants in advance for their interest. Only qualified applicants will be contacted.

