

Resident Apartment Manager Full-Time

Campbell River Region
Campbell River

Monday December 15, 2025

\$21 - \$25/ hour (4000.00 per month)

Company: Central Island Investments Ltd

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Please send resume to ciim7566@gmail.com

Attachment: [Discovery Ridge Manager Duties_2.pdf](#)

Expiry Date:

Monday, December 29, 2025

Details:

- Conduct themselves in a friendly and professional manner at all times. • Performing light duty building maintenance and cleaning. This would include Minor interior repairs as needed, parking lot cleaning, keeping gardens watered in Summer, keeping all common areas vacuumed and tidy. • Maintain the lobby entranceways, laundry room and all common areas daily. • Receive and promptly address residents' concerns. • Show vacant apartments to prospective residents. • Meet with new tenants to sign leases; arrange move-in dates; familiarize tenants with the building • Complete Unit Inspection reports for tenants moving into/out of the building • Carry out various administrative duties/paperwork- serve correspondence, enter data into spreadsheet, communicate with general manager, etc. • Work with contractors to complete necessary work/repairs with minimal disruption to our tenants • Follow an on-call schedule on specified evenings and weekends. • Other duties as assigned (eg.yard maintenance)
