



# Manager

## Part-Time

Port Hardy and North Island  
Port Hardy

Tuesday May 5, 2026

---

\$31 - \$40/ hour

---

**Company:** Port Hardy Seniors Housing Society

---

**Industry:** Management/ Administration

---

**Remote/Camp Based Job:** No

---

**How to apply:**

Email resume with references to bluecultus@yahoo.ca

---

**Expiry Date:**

Tuesday, May 19, 2026

---

**Details:**

• Collect rents and deposit in the bank • Collect mail • Provide information to accountant • Write monthly reports for board meetings • Attend meetings of the board • plan and conduct semi annual unit inspections. • Communicate with BC Housing using email and online portal • Arrange for annual rent review • Supervise two part time employees: Yard Maintenance and Casual Building Maintenance • Obtain quotes from, and supervise, as needed, contractors working on the facility

---

**Qualifications & Experience:**

• Experience working with seniors • Experience working with contractors • Experience working under the direction of a volunteer board

---