

# Central Island Investments Ltd

## Resident Apartment Manager

Beechwood Manor – 24 units

Starting base wage \$1825.00 per month

This position would be best suited for a couple

Duties and responsibilities:

- 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 entrance ways, 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)