



**Position Vacancy Posting**

<b>Position Title:</b>	Property Site Manager (Exempt)	<b>Competition No:</b>	24-10-16
<b>Program:</b>	Haven Society	<b>Salary Range Steps:</b>	\$43 - \$45 / hr.
<b>Location:</b>	Nanaimo	<b>Department:</b>	Admin
<b>Hours per week:</b>	PT 0.5 FTE	<b>Position Status:</b>	PT 0.5 FTE
<b>Shift Schedule:</b>	2 to 3 days/week with some evening/weekend availability	<b>Anticipated Start Date:</b>	ASAP

**Reports to:** Director of Business Operations and Development

**Direct reports:** None

**Team:** Leadership

**Works closely with:** Management Team and Program Coordinator's

**JOB SUMMARY:** The Site Manager is responsible for the operation, maintenance, and repair of the property to ensure safety for those who work, reside, and visit the site. This includes management of building maintenance staff, vendors, and contractors.

**JOB SKILLS AND ABILITIES:**

- Demonstrated teamwork, leadership, and supervisory skills.
- Effective time management skills.
- Excellent written, oral, and interpersonal communication skills.
- Demonstrated approach that is compassionate, woman-centered, and trauma informed.
- Ability to build relationships and work effectively with internal and external stakeholders and vendors.
- Proficient critical thinking and problem-solving ability.
- Proven ability to work in a respectful and collaborative manner with staff, residents, and clients.
- Budget and project management skills.
- Strong negotiation and conflict-resolutions skills.
- Proficient computer, IT, and digital file management skills.

**REQUIRED EDUCATION, TRAINING AND EXPERIENCE:**

Education and Knowledge

- Post-secondary certification in property management or related field.
- Familiarity with electrical, mechanical, plumbing, heating, and IT systems.
- Feminist-based understanding of gender-based violence within the housing sector.

Training and Experience

- Two (2) years of experience working in property management.
- Personnel management within a union environment.
- First Aid and CPR Certification.

Other

- Clear Criminal Record Check.
- Valid Driver's License and Clear Driver's Abstract.

**Applications:**

Applications including a cover letter should be made by email to [hr@havensociety.com](mailto:hr@havensociety.com)

Haven Society values diversity and is committed to an inclusionary hiring practice. Haven welcomes applications from women who are indigenous, members of minority groups, women with disabilities, minority sexual preferences, gender expressions or identities and others who may contribute to diversity. Applicants must be female from birth or self-identify as female. All qualified applicants are invited to apply.

<b>REPLY TO:</b> <b>hr@havensociety.com</b>	<b>Date Posted:</b> <b>October 16, 2024</b>
	<b>Closing Date:</b> <b>ASAP</b>