

Job Posting

Title: Live-in Superintendent

Company: CaraCo Property Management

Location: Kingston, ON

Status: Full Time

We are currently seeking a full time Superintendent to live and work at one of our properties. If you enjoy interaction with customers, and are competent in doing maintenance and cleaning duties, then this may be the role for you!

Key Responsibilities

- Maintain the building and grounds in a tidy and safe condition.
- Attend to residents' concerns and security.
- Maintain excellent relations with residents.
- Take steps to ensure resident retention.
- Maintain exterior walkways, entrances during winter months.
- Complete work orders and perform minor maintenance.
- Book pre-maintenance inspections with office and resident.
- Coordinate move-ins and monitor service elevator usage.
- Collect letters and notices from residents.
- Monitor activity throughout the building, ensuring residents and guests adhere to company policies.
- Serve correspondence to residents.
- Manage the parking lot and second car requests.
- Order cleaning supplies through the office.

An ideal candidate will portray the below qualities:

- Minimum one-year related experience in a similar building superintendent role.
- Six months' related experience working in sanitation/cleaning role.
- Ability to work as part of a team and be a team player.
- Excellent customer service and problem-solving skills.
- Knowledge of commercial, industrial, and/or residential cleaning procedures
- G License.
- Minimum high school diploma or equivalent education.
- Must be competent in email correspondence, texting, use of an iPhone.

Working Conditions

- Some exposure to environmental conditions and exposure to seasonal weather, dirt, noise, heat, and cold.
- Lifting, carrying, pulling, and pushing items, stretching, and reaching above one's head.
- Handling job related chemicals, solutions, and product

If you are interested in this opportunity, please forward your resume to
employment@caraco.ca

CaraCo would like to thank all applicants, however only those who qualify for an interview will be contacted.

CaraCo is an equal opportunity employer.

CaraCo welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidate taking part in all aspects of the selection process.