

BUILDING MANAGER

Our client, Frontier Property Management Limited, is seeking an experienced **Building Manager** to oversee a diverse property portfolio of commercial offices, warehouses and residential properties. The successful applicant will be responsible for ensuring the safety and security of building tenants, coordinating and managing maintenance and repair activities, and liaising with vendors to ensure smooth daily building operations. Excellent organizational and project management skills are required to ensure that the assigned properties are in compliance with applicable regulations and building codes. Candidates interested in this post should be aware that the highest levels of ethics, integrity, competence and professionalism are required. The position reports directly to the owners of the property management company. **For a full job description, please contact 441-232-5270 or email hr@psolutions.bm.**

Key Qualification, Experience & Education Requirements

- Post-Secondary diploma or certificate in a suitable technical or engineering field of study
- A suitable technical level certification such as Power Engineer, Building Environmental Systems Operator (BES) or Building Operator Certification
- Minimum of 5 years' experience in the property management sector
- Proficiency with Microsoft Office suite of products.
- Demonstrated experience in project management and asset management
- Operating knowledge of systems and equipment related to building automation, emergency systems, preventative maintenance, security, HVAC operations, life safety systems, hazardous materials handling, plumbing, electrical systems etc.
- Excellent customer relations skills
- Knowledge and understanding of construction practices/techniques as asset
- Basic First Aid, CPR and AED Certification

Personal Competencies

- Motivation to understand all aspects of job and its impact on business goals
- Ability to work independently and under pressure, deal with deadlines
- Focus on results: anticipate problems, identify solutions, take appropriate action
- Go the "extra mile" to understand and respond to tenant/customer needs
- Flexibility to changing work conditions including interruptions, changing priorities and the need to multi-tasking
- Strong written and verbal communication skills
- Demonstrated commitment to continuous learning and the development of new skills & knowledge

Salary, benefits and bonuses are commensurate with experience and deliverables. Shortlisted candidates will undergo a thorough background check. Please submit your resume and references no later than

September 1st, 2021, to:

Performance Solutions Limited

Ref: Building Manager

Suite 350, 11 Bermudiana Road, Pembroke, HM08

Email: hr@psolutions.bm Ph: 441-232-5270

