



Are you handy? Are you retired and looking for part-time work?

Charities House, located on 24 Point Finger Road, Paget requires a BUILDING MANAGER to conduct regular inspections, schedule vendors, oversee and manage same to ensure the smooth, safe and secure day-to-day operation for our tenants. You will be responsible for ensuring the interior and exterior of the building is well-maintained, work within an established budget and oversee a myriad of services including elevator & fire inspections, cleaning, pest control, landscaping, HVAC, roof repairs, garbage, etc. and any other issue that might arise in connection with the Building. You will typically work 4 mornings a week (8 am to 11 am) with some flexibility as needed.

Suitably qualified and interested persons are invited to apply via email to: [gemma@northrock.bm](mailto:gemm@northrock.bm) and include your resume along with any other details that make you suitable for this job not later than Friday, September, 16, 2022.