



Employment Opportunity ~ Property Manager Assistant

Reports to: Property Manager

Job Summary:

The Property Manager Assistant is a dual-role position responsible for supporting the Property Manager with administrative tasks while performing light building maintenance and repairs for Grant Memorial Church and Linden Christian School.

The candidate should possess good communication skills, the ability to work independently, and the ability to lead a team. They will have proven skills and experience in light building maintenance, and knowledge of WHMIS would be an asset.

Time Requirements:

This position is full-time with a 40-hour/week Monday-Friday schedule with occasional evenings and weekends as needed.

Responsibilities:

Property Manager Support:

- Assist the Property Manager with daily administrative tasks, including managing communications with suppliers, contractors and building occupants, processing and assigning work orders, and organizing files.
- Direct the Property Team in their daily duties in the absence of the Property Manager
- Coordinate building repair projects
- Review work order requests and ensure any significant issues are forwarded to the Property Manager.
- Order and maintain supply inventories
- Conduct regular property inspections to maintain the building's appearance and safety standards.
- Be the secondary contact for any building alarm calls or emergencies

Building Maintenance:

- Perform routine maintenance tasks, including painting, basic plumbing and carpentry.
 - Respond to work order requests, ensuring prompt attention to minor repairs such as fixing leaky faucets, changing light bulbs, and unclogging drains.
 - Inspect and maintain common areas, ensuring they are clean, safe, and well-functioning (e.g., foyers, hallways, parking lots).
 - Monitor heating, ventilation, and air conditioning (HVAC) systems and address minor issues.
 - Operate a skid steer for snow clearing of parking lots and roadways
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Requirements:

- Willing to drive a skid steer for winter snow clearing; on-the-job training is available
- Physically fit and able to lift to 50-70 lbs.
- Good communication and organizational skills
- Ability to be a team player and work independently
- Prompt and dependable
- Knowledge of cleaning chemicals, MSDS, WHMIS and Workplace Safety

Staff at Grant Memorial Baptist Church exemplify:

- A sincere love for the Lord evidenced by lifestyle
- Regular attendance at weekly services
- Adherence to Doctrinal Statement of Faith, Core Beliefs & Lifestyle Commitment

Other:

- Attend weekly staff chapel meetings and general staff meetings
- Be available for other areas to support the successful ministry of the school and church
- Be able to interact with others and demonstrate the values of GMBC
- Be available as the opportunity arises to share faith, Bible scriptures and principles based on the Statement of Faith, Core Beliefs and Lifestyle Commitment, to pray with individuals, and to actively communicate a belief in the Lord Jesus Christ

Disclaimer:

- The above statements describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To Apply:

Please send the following attachments to humanresources@grantmemorial.ca:

1. Resume
2. Cover Letter
3. One pastoral reference
4. Please use "Property Manager Assistant" in the subject line of the email.

Closing date: When the position is filled
