



Job Opportunity: Apartment Building Site Superintendent

Property & Development Division

Company Overview:

Stella's Circle is a leading community organization with a staff of over 100 employees and works with more than 1000 participants each year, providing housing, counselling, employment services.

Position Overview:

Stella's Circle is seeking a highly skilled and motivated Apartment Building Site Superintendent to oversee a 48-unit seniors' apartment in St. John's. Join us in creating exceptional living environments where tenants thrive. Your commitment to excellence will play a pivotal role in shaping our community.

This position requires that the Site Superintendent live in the building and will be the first point of contact for building related matters (i.e., tenant concerns, emergency situations including responding to fire alarm).

Key Responsibilities:

- Property Maintenance: Conduct regular building inspections to identify maintenance needs and proactively address issues.
- Complete routine maintenance tasks and coordinates repairs promptly.
- Complete minor electrical and plumbing jobs.
- Coordinate with contractors and vendors to schedule necessary repairs and services.
- Have practical knowledge and consistent application of workplace safety, safe lifting & handling, proper tool usage, maintenance & storage.
- Manages landscaping and ensures a clean well-maintained exterior.

Tenant Relations:

- Act as the primary point of contact for tenant inquiries and concerns, demonstrating empathy and responsiveness.
- Guide tenants through the move in and move out process, ensuring a smooth transition and addressing any concerns or questions.
- Connect tenants as necessary with staff of the Housing Services team.

Emergency Response:

- Be available after-hours emergencies and respond promptly to urgent situations and minimize disruptions for tenants.
- Proven experience as a Site Superintendent or similar role in property management.
- Strong knowledge of building systems and maintenance processes.

- Excellent communication and interpersonal skills.

Qualifications:

- High School Diploma or equivalent. Post secondary training and/or additional certificates in are a plus.
- Exceptional interpersonal and communication skills to build rapport with a diverse tenant population.
- Ability to handle sensitive situations with tact and professionalism.
- Technical skills in basic carpentry, plumbing and electrical.
- Familiarity with property management software.

The Details:

This is a full-time position. Stella's Circle offers health and dental, long term disability insurance, life insurance, matching RRSP plan, birthday leave, sick leave, personal leave and three weeks vacation in addition to a flexible work environment.

A 2-bedroom apartment is included as part of the compensation package.

The successful candidate will have 3-5 years' experience as an Apartment Building Site Superintendent. You enjoy being part of a team and you are a critical thinker and problem solver. You enjoy doing a job well and take pride in your work. You are a natural leader whose patience, interest, kindness and compassion for others is evident in all your interactions.

You must provide a Criminal Record Check and Vulnerable Sector Check as well as an Enhanced Reliability Status Clearance with Public Services and Procurement Canada. You must have a valid driver's license and access to a reliable vehicle and must be able to be insured on company vehicles.

Please send cover letter and resume by November 20, 2023, at 5:00 pm to:

Human Resources Specialist
Stella's Circle
Fax: (709) 738-7808
Email: recruitment@StellasCircle.ca

About Stella's Circle

Stella's Circle is an award-winning, nationally celebrated community organization with a mission to transform lives through Real Homes, Real Help and Real Work. As a social justice organization, its housing, counselling and employment programs are rooted in recovery and inclusion. Learn more at StellasCircle.ca.

Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.