



## **Apartment Building Superintendent**

### **About Us:**

Award-winning. Inspiring. Values-driven. Entrepreneurial spirit. These are some of the words that describe Stella's Circle, a leading community organization that work with over 1500 participants each year to help transform lives through housing, mental health, and employment.

### **The Position:**

Do you have a knack for keeping things running smoothly? Are you a master of all things maintenance? This is the job for you! We are seeking a highly skilled and motivated Apartment Building Superintendent to oversee a seniors' apartment building in St. John's. Join our Property and Development team and help create exceptional living environments where tenants thrive. This is the ideal position for an individual or a couple who are seeking a new adventure.

### **What You'll Do:**

Responsibilities will include but will not be limited to:

- 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.
- Manage landscaping and ensure a clean, well-maintained exterior in all seasons.
- Act as the first point of contact for building related matters (i.e., tenant concerns, emergency situations including responding to fire alarm, service contractors).
- Guide tenants through the move in and move out process, ensuring a smooth transition and addressing any concerns or questions.
- Be available after-hours emergencies and respond promptly to urgent situations and minimize disruptions for tenants.

### **What You'll Bring:**

- High School Diploma or equivalent. Additional certificates in maintenance management are a plus.
- 3-5 years experience as an Apartment Building Superintendent or similar role.

# Stella's Circle

Hope Lives Here

- Exceptional interpersonal and communication skills to build rapport with a diverse tenant population.
- Ability to handle all situations with empathy, patience, and professionalism.
- Technical skills in basic carpentry, plumbing and electrical.
- Strong knowledge of building systems and maintenance processes.
- Familiarity with property management software.
- Critical thinking and problem-solving skills.
- Enthusiasm for teamwork and a job well done.
- Valid driver's license and access to a reliable as well as the ability to be insured on company vehicles.
- Criminal Record Check and Vulnerable Sector Check, as well as an Enhanced Reliability Status Clearance with Public Services and Procurement Canada (arranged by Stella's Circle).

## The Details:

This is a full-time position. The hourly rate for this position is **\$21.49**. 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.**

## How to Apply:

Please send your cover letter and resume by September 16<sup>th</sup> to:

Human Resources Specialist

Stella's Circle

Fax: (709) 738-7808

Email: [recruitment@StellasCircle.ca](mailto: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, our housing, mental health, and employment programs are rooted in recovery and inclusion. Learn more at [StellasCircle.ca](http://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.