

BUILDING MANAGER

We are looking for a **Building Manager** for the **Property & Building Management** Business Unit.

The goal of this position is to assure the management of properties administered for client companies by managing ordinary maintenance, extraordinary maintenance and upgrading of the systems to preserve the value of the property. Coordinate suppliers, monitor the status of individual property units and plan supplier activities to assist the Business Unit responsible for sales and/or leasing.

Main specific requisites include:

- Degree in architecture or a related technical/engineering area with specialization in the construction, structural, electrical, electronic or heat technology fields;
- Knowledge of the main Office applications (Excel, Access, Powerpoint, Sharepoint and OneDrive)
- Good interpersonal skills
- Availability and flexibility in working hours
- Organizational and managerial skills
- Capability of working in a team
- 5 years of experience in similar positions

Also requested:

- Excellent knowledge of town planning-zoning rules and regulations pertaining to leasing, and building and sanitary codes;
- Excellent knowledge of rules and regulations pertaining to safety and related real estate management usage procedures;
- Knowledge of scheduling ordinary and extraordinary maintenance from a predictive and preventive standpoint;
- Knowledge of the criteria for dividing operating costs between property owners and tenants.

Responsibilities:

- Guarantee the proper ordinary maintenance of the properties and systems to preserve the value of the properties managed and guarantee the safety of those utilizing these areas;
- Contribute to the correct setting of the budget to maintain and manage the properties and guarantee that this is respected through control systems;

- Guarantee a high level of the service provided by defining, together with his or her unit Supervisor, the best solution, taking into account the costs and quality of service.
- Prepare proposals for extraordinary maintenance work on the properties administered, with the support of the Property Management and Project Management units;
- Manage requests for repairs or maintenance from residents, tenants and administrators;
- Provide support to the Business Unit during the pre- and post-sales phases in regard to requests to modify and/or restore the property units;
- Identify, select, check and maintain relations with suppliers of the services for which he/she is responsible;
- Monitor, including using special report documents, that contractual agreements are respected;
- Maintain relations with the Safety manager for the activities for which he/she is responsible.