



POSITION: Resident Director

STATUS: Permanent
Full-time

PLACE: To be determined

JOB DESCRIPTION

The director of a residential property is responsible for the supervision of the personnel and the management of a residence for elderly people. The residential director supervises any work to be done, assures the follow-up concerning leasing and customer satisfaction, verifies new leases, and is available to assist in meetings or on various committees. The residential director is responsible for inspecting apartments to be renovated, establishing the work order and the follow-up of each step of the renovation. The residential director is responsible for solving any differences between employees and residents assuring that the regulations and sense of public spirit are respected. All purchases of products and materials, invoicing and meetings with suppliers are under his/her supervision. The residential director is responsible for the petty cash, preparing and depositing monthly rental payments, as well as compiling the payroll reports and hiring of new employees for his/her residence.

QUALIFICATIONS REQUIRED

- ✓ 3 to 5 years experience in residential management
- ✓ Experience in personnel management (20 plus)
- ✓ General knowledge of accounting
- ✓ Expertise in the laws regarding rental properties
- ✓ Expertise in "Normes du Travail"
- ✓ Expertise in the French and English languages, written and oral
- ✓ Client oriented
- ✓ Good judgement
- ✓ Tolerant to stress
- ✓ Experience with syndicated personnel, an asset

This job description is not to be considered complete, as each individual may be expected to accomplish different tasks associated with the objectives envisioned by the company.

We advocated equal opportunity in matters of employment.
Only applicants selected shall be contacted.