

Employment Opportunity

January 5, 2018

Building Maintenance Assistant **in Edmonton, Alberta**

Summary

The Building Maintenance Assistant will focus and work in the area of maintenance for multiple apartment locations throughout Edmonton. The Building Maintenance Assistant will report directly to the Senior Real Estate Manager.

Position Requirements

- Advise Senior Real Estate Manager for building operation maintenance requirements of all apartment complexes
- Complete renovation projects in a timely fashion with high quality results
- May have to clean, prepare and/or show apartment space at any apartment
- Complete janitorial cleaning, snow removal and landscaping as required
- Any other duties as assigned by the Senior Real Estate Manager
- Must be reliable
- Must be aware of safety precautions
- Must be a good communicator
- Must have a positive attitude and willing to mentor

Working Conditions

The Building Maintenance Assistant position is located in Edmonton, Alberta. This position must be able to perform physical activities that pertain to the ongoing maintenance and repair of the units at all the apartments. Normal working hours is scheduled, however work hours may exceed normal working standards. Travel will also be necessary.

Qualifications

- Renovation Experience required
- Post-Secondary Trades – Carpentry preferred
- Any combination of the above will be considered
- Valid Class 5 Drivers License
- **Criminal Record** check must be provided by successful applicants

Employment Opportunity

This is a **Regular Full-Time** position. There is a three month probationary period for this position. Position is located in Edmonton. Continued employment is dependent upon successful completion of the probationary period.

Wage Expectations: Negotiable

Closing Date: January 19, 2018

Interested persons are requested to submit a resume by mail, personally, email or fax to:

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swagner@smlcorp.com

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