

## ***Wanted - Full Time Building Manager***

Commercial Facility Services are a family run facility management company servicing residential commercial buildings across Melbourne, namely inner urban areas.

### **The Opportunity:**

An opportunity has become available within Commercial Facility Services Pty Ltd for a full time building manager to work in an urban development in Melbourne. The successful candidate will be working 38 hours a week, Monday to Friday.

This is a great opportunity for someone currently studying (or have completed) a Cert IV in Strata Management and looking to apply some of their education to a practical application.

### **Job Summary:**

We are seeking a highly motivated individual with experience in residential or commercial building management and/or studying a Cert IV in Strata Management to manage an apartment building. Daily tasks may include:

- Being the main contact person for residents, visitors, contractors and the like
- Ensuring a high standard of presentation and cleanliness of the building is maintained
- Responding to general enquiries, maintenance requests and complaints via email and phone
- Conducting weekly site walk throughs to ensure compliance with safety and risk management
- Manage the facilities on a day to day basis including contractors and other maintenance related tasks to ensure smooth operation of the building
- Ensuring building rules and regulations are adhered to by the residents
- Coordinating and arranging resident move in/out
- Implementing and managing scheduled maintenance
- Various administrative tasks and reporting
- Undertake cleaning and minor maintenance from time to time

The successful applicant will demonstrate key qualities in the following areas:

- Show a willingness to learn and general enthusiasm towards the role
- Show strong attention to detail in delivering high quality outcomes
- Be able to follow instructions and checklists provided by Commercial Facility Services to complete the tasks.
- Be capable in respect of time management
- Be proficient in using reporting mechanisms such as email and WhatsApp to convey problems identified throughout common areas of the building to the committee
- The ability to work autonomously and in a team environment
- Be proficient in Microsoft Office
- An understanding of building functions
- An understanding of owners corporation rules and legislation





**If this sounds like you, please submit your resume by COB Friday 15 September 2023 which can be submitted to:**

**The Director  
Commercial Facility Services Pty Ltd  
196 Waterdale Road, Ivanhoe, 3079  
[admin@commercialfs.net.au](mailto:admin@commercialfs.net.au)**

