



Building Manager | Residential & Commercial Building

Michael Page • Burwood VIC 3125



Base pay

\$90,000 - \$100,000



Work type

Not provided



Contract type

Not provided

Job details



Date posted

12 Mar 2021



Category

Property & Real Estate



Occupation

Property & Asset Management



Base pay

\$90,000 - \$100,000



Job mode

Standard/Business Hours

Full job description

- Joint a stable and secure, top tier developer with and outstanding reputation
- Clearly mapped out career development plan and a collaborative inclusive culture

About Our Client

Our client is a leading, forward thinking property development company with extensive experience in a range of property developments in Sydney. The company specialises in quality residential, retail and commercial mixed-use developments. The company designs develops and manages first class properties with a strong commitment to enhancing the quality of life, whilst being eco-friendly and responsible.

Job Description

- Regular and frequent inspections of common property & building assets, ensuring all assets, machinery, fixtures and fittings are operational and in good working order and to report and document to the SC & SM in relation to any findings or if any asset, machinery, fixture or fitting requires maintenance or servicing;
- Reviewing and overseeing contractors to ensure the work delivered is in accordance with specifications, work orders and contracts;
- Maintaining a valid and up-to-date key register and issuing keys and programming access cards/swipe cards
- Arranging and tendering for the maintenance of the common property assets, fixtures and services;
- Reviewing and documenting any apartment and/or building defects and reporting these to the OC & SM;

- Managing and maintaining an updated asset register and record system (including all plans and drawings and applicable plant and equipment);
- Managing and supervising the cleaning and security of the common property, fixtures, fittings and services;
- Organising and assessing tenders and quotations received for works or services required on common property, fixtures and fittings and providing recommendations to the SC & SM;
- Investigating and ensuring that the project meets full compliance with all relevant building codes and standards along with ensuring the building meets WH&S requirements;
- Overseeing to ensure all essential services are inspected, maintained and certified in accordance with regulations and/or applicable legislation;
- Attend all necessary Annual General Meetings, General Meetings and any meetings of the SC that the Facilities Manager is invited to;
- Develop preventative maintenance program schedule, in order to regularly and routinely maintain and inspect common property assets, fittings and fixtures (these items include but are not limited to electrical systems, mechanical & ventilation systems, lifts, security, CCTV & access control systems, pest control, fire systems, landscaping and gardening, waste and rubbish systems), in order to avoid unexpected machinery breakdown/failures and costly repairs and call-outs;
- Arrange competitive quotations and tenders for contractors to attend to maintain and service items to be found defective or require replacement;
- Seeking the approval of the OC, SC & SM with relation to these quotations/tenders and providing recommendations and guidance;
- Arrange the appointment of contractors/sub-contractors and ensure that the work is carried out in accordance with Work Safe requirements and guidelines
- Supervise and regularly inspect the works to ensure compliance with the corresponding work order or contract.

The Successful Applicant

- Trade qualification in Carpentry, Electrical or Mechanical is preferable.
- 2-3 years minimum experience in Building Manager role managing Apartment buildings
- Outstanding written and verbal communication skills
- Driven, organised and motivated individual

What's on Offer

- Centrally located and easily accessible from all areas of Sydney
- Competitive salary rate
- Great opportunity to step into a leadership role