

Esperanza has an immediate opening for a full-time **Building Manager** to join our team!

Esperanza is a faith-based community development organization committed to raising awareness and identifying resources that strengthens the Hispanic community.

Esperanza is looking for a detail-oriented, dynamic, and motivated individual to manage and maintain our commercial and residential properties in the Philadelphia area. The Building Manager will ensure that the highest standards of safety, maintenance, and customer/tenant services are maintained.

Responsibilities include:

- Ensure all properties/buildings are secure, safe, maintained, and running smoothly.
- Manage all activities associated with tenant requests, property repair and maintenance, move-ins, move-outs, coordinate the maintenance team, provide maintenance reporting, keep records and document tenant interactions.
- Assist with emergency and evacuation plan updates, and other safety systems.
- Assist Vice President of Facilities with RFP's and vendor selection, manage service contracts, purchase orders and manage vendors' proof of insurance files.
- Administer the work order system and ensure work orders are completed on schedule.
- Oversee the day-to-day operations of the buildings, and schedule regular cleaning and maintenance, including necessary outdoor landscaping.
- Manage snow removal and ensure sites are clean, free of ice, and safe for tenants and public.
- Manage on-site and off-site special event setups, breakdowns, security, and coordination.
- Provide "on call" responsibilities for the properties. These responsibilities include on-call 24 hours, manage and delegating maintenance staff and contractors.

Desired Knowledge, Skills, and Abilities:

- Strong understanding of providing an exceptional customer service experience and creating a sense of community.
- Detail oriented, customer service experience, ability to work in a fast-paced environment, ability to work with staff in solving problems and capable of managing multiple projects and priorities.
- Knowledge of building management concepts and practices, building systems, construction and city codes is essential.
- Ability to perform minor repairs and troubleshoot equipment.
- Bachelor's Degree from an accredited College or University with 2-3 years of relevant experience/or equivalent combination of education and experience.
- Ability to respond to emergencies and work weekends and evening hours.
- Ability to communicate effectively with individuals and groups both in writing and verbally. Bilingual (English/Spanish) is required.

Esperanza offers a comprehensive employee health & wellness benefits program. Salary is commensurate with experience. Our office is located at: 4261 North 5th Street Philadelphia, PA 19140.

Interested candidates should forward a resume & cover letter to: jobs@esperanza.us and indicate **Building Manager** in the subject line. For more information, check us out on the web at: www.esperanza.us

EOE