

Specific duties of the manager include:

- Collecting and depositing rent, collecting mail and and operating a petty cash account.
- Communicating with tenants regarding inspections, maintenance and repairs, routine inspections and any other concerns.
- Supervising the other employees, including regular communication with the book keeper about bill payments etc..
- Communicating with and supervising contractors hired to make repairs as necessary or upgrades approved by the Board.
- Renting vacant units and maintaining a waiting list including applications made on line at the BC Housing registry.
- Maintaining records as required by BC Housing including annual rent subsidy applications.
- Reporting in written form and, if requested, in person to the Board at its regular and annual meetings.
- Working with the Board to establish and improve policies of the society and advising the Board regarding the necessity of major renovations.

The time required for this work is expected to be on the order of 20 hours per month and the current remuneration is \$500.00 per month.