

# JOB POSTING

**Position:** Superintendent  
**Employer:** Greenwin Property Management Inc.  
**Position Type:** Live-In Position  
**Job Location:** Ottawa, ON  
**Application Deadline:** July 31, 2010

---

## JOB DESCRIPTION:

Greenwin Property Management Inc. currently has a position available for a superintendent in Ottawa. The position includes an apartment plus salary and benefits.

### Requirements:

- Previous experience maintaining a building compromised of rental units
- Excellent communication skills
- Strong customer service skills
- General maintenance and upkeep of the building
- Responding to tenant work orders and completing in a timely manner
- Interacting with contractors and assisting the PM in monitoring of the same
- Cleaning of building areas including lobby, stairwells and outside debris on the property

## APPLICATION METHOD:

Please call Greenwin Property Management at (613) 744 -0590

Contact: Property Manager, Don White

or

Fax to (613) 680-0387

*\*Please apply only using the methods listed above.*