RESIDENTIAL PROPERTY MANAGER

The ideal candidate for this role is a highly capable and resourceful individual, with previous experience in managing private residential homes and properties. The successful candidate will be a self-starter who is able to identify tasks/items to be addressed and is also willing to 'roll up their sleeves' to get the work done in the most efficient and cost-effective manner possible.

This role will be supporting a private family with room for progression either on the family side or on the corporate side. Compensation will be commensurate with experience.

RESPONSIBILITIES

This multi-faceted role will have a number of accountabilities, including but not exclusive to those listed below:

Transportation

- Transport family members and business associates/friends to and from destinations in a safe and efficient manner
- Ensure vehicles are mechanically sound, clean and well maintained
- Perform ad hoc errands/on-the-road support as required from time to time

Property Management

- Oversees the family's residential homes to ensure cleanliness and operational excellence
- Full responsibility for and understanding of home operations and technology/operational requirements to ensure the home is optimally functioning at all times
- Works with household staff and landscaping team to maintain the home and garden, including general yard work, repairs and maintenance on yard equipment, etc.
- First point of contact for all third-party contractors, suppliers, repairs and maintenance personnel, etc.
- Working with other household staff, performs various miscellaneous household tasks such as shopping for groceries, caring for the family dog, general household chores, etc.
- Helps to prepare the house for general or formal entertaining
- Performs other ad hoc requests pertaining to the home function or to support the family
- Maintains the family boat, prepares and helps to transport the boat for family or staff events
- Supports family packing and travel preparations as needed

THE IDEAL CANDIDATE:

- Have previous experience in managing/maintaining private residential homes
- Have knowledge of boats and vehicles, including repairs and maintenance
- Be reliable, timely and responsible
- Ability to work autonomously without daily direction/supervision
- Highly competent in all types of residential technology and hardware, including gardening equipment, home appliances, assembly of furniture, hand power tool operation and IT
- High level of personal discretion and integrity

Compensation: will be commensurate with experience.

Job Location: Vancouver

GSL is proud to be an equal opportunity employer. We value diversity and are dedicated to providing a work environment that is free from harassment and discrimination. All employment decisions are made based on qualifications, job requirements and business needs. GSL is passionate about being known for an inclusive culture where talented people of all backgrounds want to work.