

Live-In Site Superintendent Sorbara Group of Companies

About the Company

The Sorbara Group of Companies is a pioneering force in Ontario's real estate industry. Having operated commercial, industrial, office and retail properties, managed residential rentals and built high-rise and low-rise communities for several decades, we have witnessed firsthand key changes in the Greater Toronto Area real estate market. This unparalleled wealth of experience has allowed us to develop long-lasting relationships with our partners, stakeholders, homeowners, tenants, and employees. With over 80 years of experience in our industry, Sorbara Group of Companies has built a thriving integrated real estate, planning, development, construction, investment and management firm.

Position Overview

We are seeking a reliable and hands-on Live-In Site Superintendent to manage the day-to-day operations of a residential apartment building. The successful candidate will be responsible for maintenance, cleanliness, tenant relations, and administrative duties while ensuring the property is well-maintained and professionally managed.

Key Responsibilities

- Perform minor maintenance and repairs within the building and suites.
- Maintain cleanliness of common areas (hallways, lobby, laundry rooms, etc.).
- Conduct regular inspections of the property and report issues.
- Handle tenant requests, inquiries, and maintain positive tenant relations.
- Coordinate and schedule with contractors and service providers as required.
- Assist with leasing support tasks such as showing units (if applicable).
- Complete basic administrative duties, including record-keeping and reporting.
- Communicate regularly with head office and provide status updates.
- Ensure compliance with building policies and safety standards.
- Remain organized and on-top of variety of ongoing tasks within building and property.
- Other duties as assigned.

Qualifications & Skills

- Previous experience in property maintenance or building management preferred.
- Strong communication and interpersonal skills.
- Basic knowledge of plumbing, electrical, and general repairs.
- Organized, dependable, and self-motivated.
- Ability to live on-site as part of the role.

Sorbara offers competitive compensation commensurate with experience. The expected salary range for this position is \$35,000 - \$40,000. The compensation for this role also includes an apartment unit within the building. This position is an existing vacancy.

How to Apply

Interested? We'd love to see your application. Please send your resume and cover letter to careers@sorbara.com referencing the Live-in Site Superintendent position. We appreciate your interest in the position, however only candidates that are selected for an interview will be contacted.

The Sorbara Group of Companies welcomes diversity in the workplace and, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Sorbara is committed to accommodating applicants with disabilities throughout the hiring process. At any stage of the recruitment process, Human Resources, and/or the Hiring Manager will work with applicants requesting accommodation.