

**Company:** BPH Services Ltd

**Job:** Property Management Assistants

### Job Description/Responsibilities

BPH Services Ltd is currently adding to its outstanding team of Property Management Assistants to work at Sun Peaks Resort. The successful candidates will receive full ongoing training and work as part of a dynamic team. You will be expected to complete assigned daily tasks on time and accurately. BPH Services Ltd is dedicated to providing a safe work environment with possibilities for ongoing training, competitive salary, and potential bonuses for those willing to continue to learn and work hard. We ensure that our employees have time to explore all the facilities and activities afforded to us in this breathtaking resort.

### **What we offer;**

- \$22-\$24 hour based on experience
- A variety of positions to suit demand;
  - Full time 40 hours a week @ 8-hour workdays with some flexibility on days/times to enjoy the lifestyle Sun Peaks has to offer
  - Possibility for part-time hours
  - Hiring for both permanent and seasonal staff
- Assistance with finding accommodation for full-time staff
- Incentive for bonuses
- Assistance with winter or summer lift pass purchase after qualifying period for full-time staff.
- Fuel Allowance if using personal vehicle for BPH work

### **Duties will include but are not limited to;**

- Check rental properties before guests arrive (after housekeeping) to ensure units are guest ready and Cleaning Checklists completed
- Check rental properties after guests depart
  - Immediately report any damage/things that need attention
  - Assist housekeeping by doing unit laundry and making beds
  - Restocking supplies
  - Other related tasks
- Document work completed on tablets as it happens – basic computer knowledge beneficial
- Able to follow direction and work long periods unsupervised
- Work quickly and efficiently to meet budgets

## **Requirements**

- Proof of work eligibility in Canada
- Valid Class 5 Driver's License and have transportation to go to all BPH Managed Properties in the resort
- Must live in Sun Peaks or be willing to relocate/commute
- Must be able to communicate effectively in English.
- Excellent attention to detail
- Prior experience in the hospitality industry beneficial but not required as will train

## **To Apply;**

Please email a copy of your current resume to [enquiry@bphservices.ca](mailto:enquiry@bphservices.ca) or call Brian Heron at 604-572-2771