

Building Manager



+ Job Description

The Building Manager is responsible for overseeing the daily operations and security of the Student Center, ensuring a clean, safe, and functional environment for all users. This role involves managing room setups, providing technical support, and maintaining communication with event hosts. The Building Manager will also handle security measures, including locking and unlocking doors, monitoring the building's condition, and ensuring that all areas are clean and presentable.

+ Qualifications

- Must be a registered South Student
- Previous experience in customer service is preferred, but not required.
- Strong communication and interpersonal skills, with the ability to engage customers in a professional and friendly manner.
- Ability to perform manual tasks such as setting up tables, chairs, and A/V equipment.
- Ability to work in a team environment and collaborate with other associates to achieve sales goals.

+ Working Conditions

Key Areas	Details
Security	<ul style="list-style-type: none"> • Unlock/lock entry and meeting room doors as required. • Ensure all doors, especially stairwell and loading dock doors, are secure at closing. • Handle customer concerns, ensuring a high level of satisfaction by resolving issues promptly.
Maintenance	<ul style="list-style-type: none"> • Walk through the building every hour and log observations in the Daily Logs. • Confirm that all room setups are correct and ensure cleanliness of rooms, tables, and chairs. • Set up all necessary A/V equipment for events and ensure the rooms are fully prepared.
Customer Service	<ul style="list-style-type: none"> • Greet and introduce yourself to event hosts. • Check in on all Student Center events, ensuring any additional needs are addressed.

+ Additional Requirements

- Must be available to work flexible hours, including weekends and evenings.
- Must have a positive attitude, strong work ethic and willingness to learn.