

WE ARE HIRING

BUILDING SERVICES COORDINATOR

LONDON, ON

► Join Our Growing Team

The Tricar Group is looking for a proactive and detail-oriented individual to join our Property Management team at our Head Office in London, Ontario. Reporting to the Director of Operations, this full-time role is ideal for someone who thrives in a fast-paced environment, enjoys problem-solving, and has strong organizational and communication skills. If you have experience in building services, facilities management and maintenance in high rise residential buildings, and you are looking to grow your career in property management, we would love to hear from you.

► Who We Are

The Tricar Group is an award-winning developer and recognized leader in Southwestern Ontario's high-rise market. With decades of experience, we take pride in building exceptional condominium homes and rental communities that reflect quality, innovation, and lasting value. Our success is driven by a passion for excellence and a commitment to providing residents with not only beautiful places to live, but also the highest level of customer service. At Tricar, we are more than builders, we are dedicated to creating communities where people feel truly at home.

A six-time finalist and three-time winner of Tarion's Homeowner's Choice Award for customer service; an award we are most proud of and that clearly defines the level of commitment and dedication we look for in our team members. You will work in a positive team environment and have the opportunity to forge a very rewarding and long-term career.

Tricar is an equal opportunity employer committed to providing an inclusive and barrier-free workplace. If you require accommodation during any stage of the recruitment and selection process, please advise Human Resources. Accommodations will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.



Submit resume and cover letter to lcorman@tricar.com

▶ What You Will Be Doing

The Building Services Coordinator supports building operations across our portfolio of luxury, high-rise residential buildings by standardizing processes, training building managers on building equipment and maintenance processes, monitoring compliance and documentation, and coordinating contracted services. This role ensures annual contracts are implemented effectively, schedules are maintained, service levels are tracked, and contractors complete work in accordance with agreed scope, timelines, and quality standards.

- Develop and maintain training and operations materials for maintenance work, checklists, and templates for consistent building operations.
- Provide onboarding support to new Building Managers and conduct refresher training as needed.
- Audit building systems and documentation (e.g., inspections, contractor logs, asset/service records, recurring schedules, QR Code).
- Identify gaps, trends, and risks, and recommend corrective actions to Operations Manager and leadership.
- Support and follow up on seasonally scheduled maintenance tasks such as inspection of unit heaters, hose bibs, exterior lighting etc.
- Follow up on scheduled/flagged/overdue items and ensure action plans are implemented and documented.
- Support procurement and contract administration processes, including scope confirmation, documentation collection (insurance, WSIB, certifications), and service level tracking.
- Manage the rollout of annual and recurring service contracts (e.g., HVAC, fire/life safety, generators, elevators, irrigation, pest control, window washing, garage maintenance).
- Attend on-site meetings with contractors/trades to confirm understanding of scope, access requirements, safety protocols, building standards and service delivery expectations.
- Monitor and verify work is being completed to contract scope and quality standards; document deficiencies and coordinate rework where required.
- Act as a liaison between contractors, Building Managers, and Property Managers to address annual maintenance, service, and contractor issues quickly to ensure service continuity.
- Ensure clear internal communication regarding scheduling, disruptions, and service updates.
- Other duties as assigned.
- Develop a constructive and helpful working relationship with Homeowners
- Other duties as assigned

We thank all applicants for their interest in joining our team.
Only those selected for an interview will be contacted.

Applicants are asked to submit a resume and cover letter to lcorman@tricar.com

► What We're Looking For

We're looking for someone who is organized, resourceful, and thrives in a busy environment. To be successful in this role, you should have:

- 3–5+ years in property management operations, building services, facilities operations and contract administration (high-rise, multi-site experience is an asset).
- Strong knowledge of building systems and recurring maintenance requirements (HVAC, plumbing, electrical, fire/life safety, etc.) and implementing standardized processes.
- Demonstrated experience in training or coaching individuals and teams with strong communications skills.
- Strong ability to audit documentation, track compliance items, and produce clear reports.
- Experience working with vendors/trades and verifying scope, timelines, and quality; experience with contract negotiations and approvals
- Proficiency with MS Office (Excel, Outlook, Teams); experience with property management systems (e.g., Yardi) is an asset.
- Valid driver's license and ability to travel between sites.
- Highly organized; strong scheduling and follow-up discipline
- Quality and customer service-focused with a practical, solutions-oriented approach
- Confident communicator with strong relationship-building skills
- Comfortable holding vendors accountable and documenting outcomes
- Strong attention to detail in auditing, tracking, and reporting
- Able to manage competing priorities across multiple buildings

You will be joining an award-winning, growing, and reputable company, where you will work alongside a supportive team in a positive environment. At Tricar, we value growth, collaboration, and long-term success, offering you the opportunity to build a rewarding career.

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