



Building Manager

Tara Institute is a Tibetan Buddhist Centre based in Brighton, Melbourne, Australia. It is an affiliated centre of the FPMT. The main function of Tara Institute is to provide Buddhist teachings and to offer charitable service to the greater community and to promote the attitude of loving kindness. We are seeking an experienced Building Manager to manage the Building Management & Maintenance activity to ensure Tara Institute continues to provide a safe and operational environment for residents and members. This is a part-time role equivalent to 1 day per week. If interested, please read the full Advertisement and Position Description and apply by submitting your resume and a cover letter explaining your interest to work at Tara Institute.

What you will do

Reporting to the Director, you will develop, manage and coordinate activity required ensure Tara Institute remains safe, operational and in good working condition. Tara Institute building is over 100 years old and requires care and maintenance so that it continues to meet the physical needs to deliver spiritual teachings at the centre. The role will liaise with tenants, occupants and any relevant parties to address building issues and enforce necessary building policies and education to relevant stakeholders.

It will be critical to demonstrate capability and experience in the following areas of Key Accountabilities:-

- Tenancy management of residents from end-to-end
- Manage and co-ordinate building maintenance works and necessary inspections
- Manage & co-ordinate the building vendor & contractors
- Develop and manage the Site Safety & Security policy & processes
- Administration & record keeping of building management & maintenance activity

What you will need

- Previous experience in property or building management, facilities management, or a related field is preferred
- Basic knowledge of building systems (plumbing, electrical, HVAC) and maintenance procedures
- Residential tenancy experience
- Ability to perform minor repairs and handle emergency situations coordinate projects desirable
- Ability to coordinate projects and work in a team environment
- Strong organizational skills and high level of attention to detail
- Excellent communication (written & verbal) and interpersonal skills for tenant and contractor interaction
- Proficiency with basic computer applications (e.g., email, spreadsheets) for administrative tasks
- Experience in home maintenance desirable
- Certificate II in Construction Pathways is desirable, or applicants working towards this certificate. The applicant may be eligible to study the [CPC20222 Certificate II in Construction Pathways](#) as a Free TAFE course

What is in it for you

- A competitive hourly rate commensurate with experience
- The opportunity to work closely with like-minded spiritual people
- “Free Membership” to Tara Institute programs and activities
- Opportunity to study while working

To apply please submit your resume and a cover letter explaining your interest to work at Tara Institute and with FPMT to director@tarainstitute.org.au. Please direct all inquiries to the same address.



TARA INSTITUTE

Please note - shortlisted candidates will also be required to undergo background checks (Police Checks and Working With Children) as part of the recruitment process. All candidates are required to hold relevant working rights in Australia. All applications are treated in confidence.