



## **CONDOMINIUM PROPERTY MANAGER – SENIOR LEVEL**

Real Estate 360 Property Advisory Limited, one of Atlantic Canada's leading Real Estate Management companies, is seeking an energetic individual to join their growing Halifax based Condominium Management Team as Property Manager.

The successful applicant will be an experienced Property Manager with a passion to succeed in service delivery. This position will report directly to the General Manager and work closely with a professional team to meet and exceed our client expectations. The successful applicant will manage a portfolio of condominium properties. In this position you will be involved with the scheduling of preventative maintenance, general building repairs, building systems, addressing Condominium Board requirements and attending Board meetings, preparing management reports and annual operating budgets, managing building staff, tendering and negotiating property maintenance service contracts. Strong organization, supervisory, communication, interpersonal, and computer skills will be necessary to succeed in this role.

The ideal candidate will have a minimum of three (3) years of proven property management experience in a fast pace, multi-task business environment, and be able to work flexible hours. We look forward to hearing from qualified applicants to be a key member of a dynamic real estate service company. Please forward your resume by fax to (902) 466-9777 or via email to [admin@realestate360.ca](mailto:admin@realestate360.ca) . Please no direct inquiries.