



Southwest is currently seeking candidates to fill the full time role of **Housekeeper** to work with a team that covers both Bishop's Landing and Halifax's newest 300 unit luxury rental property, Maple. This is a unique opportunity to be part of the changing real estate landscape in Halifax and be part of a group of individuals providing exceptional customer service in two of Halifax's premier buildings. Key duties include:

- Impeccably clean suites prior to and after a turnover, i.e. when residents move in or out; Ensure vacant suites are ready for showings and lease ready
- Clean and maintain all elements of common areas regularly including: hallways, lobbies, restrooms, corridors, elevators, stairways, pool and fitness areas as well as cleaning before and after events in meeting rooms and patios
- Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampooers
- Sweep, scrub, using brooms, mops and/or powdered scrubbing and waxing machines; Dust and polish furniture and equipment.
- Sort clothing and other articles, load washing machines and iron and fold dried items.
- Remove debris from parking lots
- Power wash parking garage floor and clean carpeted grates once per year
- Ensure guest suite is always in good condition and ready for guests
- Seasonally provide light landscaping i.e. raking, garbage removal and water and weed plant boxes
- Day and evening shifts are required

As the successful candidate, you thrive in a fast paced and often demanding environment and are a proactive team player who has the ability to interact with a variety of clients. The ideal candidate possesses 2 to 3 years in a similar role, as well as a good technological ability.

If you are interested in this opportunity and in working for one of Canada's Best Managed Companies, please forward your resume and cover letter by **March 10<sup>th</sup>, 2017** to Amanda Denton: Southwest Properties Limited, 1475 Lower Water Street, Suite 100 Halifax NS, B3J 3Z2. **Email:** [Amanda.denton@southwest.ca](mailto:Amanda.denton@southwest.ca). **OR!** Be sure to stop by our Career Fair on March 2<sup>nd</sup>, 2017 - 4-6pm at the Maple Leasing Centre.

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*Ranked as one of the Top 101 companies and Best Places to Work in Atlantic Canada, Southwest has developed, constructed, owned and operated world class properties for over 50 years. A leading developer of residential property and one of the largest privately-held owner of multi-family residential buildings in the Halifax region, Southwest's brand of quality and community involvement has spread beyond Nova Scotia to New Brunswick and Newfoundland. Southwest believes in going beyond the necessary to create inspiring environments by providing the best places to live, shop, work and play, creating lasting relationships with employees, customers and partners.*