

*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.*

Southwest Properties is currently seeking an outstanding individual to fill the role of **Property Manager** for **Bishop's Landing and Maple**. This is a unique opportunity to be part of the changing real estate landscape in Halifax and manage two award winning luxury buildings in downtown Halifax.

As a Property Manager, you project a confident, professional demeanor while providing a refined customer experience. You lead by example and understand the importance of efficient operations of both buildings.

Key responsibilities include:

- Provide consistent, high quality service to residents; respond and resolve all complaints and concerns in a timely manner via in person, email or phone
- Effectively liaise with all residents and provide regular communications to residents.
- Forecast and manage building budgets, ensuring expenses and revenues are in line with budget.
- Conduct quarterly performance reviews for direct reports and ensure proper follow up on all employee issues.
- Solicit and review proposals from service contractors, and make contract recommendations.
- Conduct building inspections and create work orders, as required.
- Recommend property improvements to decrease costs or increase occupancy.

As the successful candidate, you thrive in a fast paced and often demanding environment and are a proactive team leader who has the ability to interact with a variety of clients. The ideal candidate possesses 5 years experience in property management or hospitality, leading a team of customer service focused individuals, as well as a strong technological ability. Occasional weekend and afterhours shifts will be required.

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 7<sup>th</sup>** to

Katelyn Smith at **Email:** [katelyn.smith@southwest.ca](mailto:katelyn.smith@southwest.ca). **Office:** Southwest Properties Limited, 1475 Lower Water Street, Suite 100 Halifax NS, B3J 3Z2.