



Full Time Concierge

Southwest is currently seeking candidates to fill the full-time position of Concierge to work with a team that covers both Bishop's Landing and Halifax's newest 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:

- Effectively communicate with all residents, commercial tenants, guests, co-workers and the public in a professional manner
- Respond to and troubleshoot any issues that may arise within the complex; noise complaints, minor maintenance issues
- As a member of the sales and leasing team, follow sales standards to provide appropriate information to prospective residents about the complex
- Co-ordinate the delivery of courier and delivery services for residents
- Control all access to the complex, and maintain master key control system
- Conduct regular rounds of the complex
- Ensure parking lots are clear of unauthorized vehicles; issue tickets where appropriate
- 12 hour shifts (7am to 7pm and 7 pm to 7 am) are expected
- Shift rotations are 2 days, 2 nights followed by 4 days off

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 to Katelyn Smith:

Email: <mailto:katelyn.smith@southwest.ca>

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 owners 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.