

Southwest Properties is currently seeking an outstanding Property Administrator who will provide full scope administration for our broad residential real estate portfolio, aiding in increasing Southwest's profitability while improving operating efficiencies. The Property Administrator is also responsible for delivering superior customer service by liaising regularly with residents; addressing concerns and questions, providing communique's, and attending various events.

As the successful candidate, you have the ability to manage changing priorities and offer your professionalism and troubleshooting abilities to all situations. Customer service is your strong point and you thrive in a fast paced and often demanding environment. You possess strong organization and computer skills and bring at least five years of experience in administrative roles.

If you are interested in this exciting opportunity, please forward your resume and cover letter by **November 16, 2018** to Amanda Denton: Southwest Properties Limited, 1475 Lower Water Street, Suite 100 Halifax NS, B3J 3Z2. **Email:** amanda.denton@southwest.ca

Named as one of Canada's Best Managed 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 and commercial 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.