

Southwest is currently seeking candidates to fill the full-time position of Concierge to work with a team that covers Southwest's luxury rentals including the newest property CURVE on South Park. 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 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, please apply in person at our Career Fair on February 5, from 5:00pm-7:00pm. Or forward your resume and cover letter to Amanda Denton: Email: Amanda.Denton@southwest.ca.