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**Southwest Properties** is currently seeking candidates to fill the full-time position of **Concierge** to work with a team that covers luxury rentals and condominiums including the newest properties CURVE and PAVILION on South Park Street.

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
- You play a part in leasing suites to keep the building fully occupied. This involves being knowledgeable on the product, services and amenities and conducting lease showings.
- 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
- Nights, days and weekends are expected

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. We offer a competitive compensation package including a cost shared comprehensive benefit plan and RRSP matching.

If you are interested in this opportunity, please forward your resume and cover letter to Jody Sampson. Email: [jody.sampson@southwest.ca](mailto:jody.sampson@southwest.ca) by April 2<sup>nd</sup>, 2021.

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*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. Named as one of Canada's Most Admired Corporate Cultures and Best Managed Companies, 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, the Southwest brand of quality and community involvement has spread beyond Nova Scotia to New Brunswick and Newfoundland.*