



ARMOUR GROUP

ESTABLISHED 1972

Associate Residential Property Manager

The Armour Group Limited is one of the leading development and construction companies in Atlantic Canada. With its dedicated team of professionals, The Armour Group Limited continues a proud history of creating a sense of place in Nova Scotia – carefully designing, developing, constructing and operating some of our region’s most iconic buildings. With more than 45 years of history locally, this family-owned firm remains committed to a principled approach to development, ensuring that our buildings are environmentally sustainable and integrated into the communities they serve. If you share our values and would like to work with skilled professionals, Armour is presently seeking an **Associate Residential Property Manager** to join our growing team from our downtown Halifax location.

The Associate Property Manager will assist in the day-to-day management of a growing portfolio of commercial and retail assets in the Halifax region. The primary responsibility of the Associate Property Manager is working effectively with people – you will develop and maintain excellent working relations with tenants, staff and contractors, and consistently encourage improved service and performance. This position has the opportunity to grow into a Property Manager position for the right candidate.

The Associate Property Manager provides assistance to building staff and is involved in all aspects of day-to-day operations of the property, including accounting, tenant relations, maintenance and repair, security, janitorial services, landscaping, and snow removal. You will handle tenant complaints and service requests, and must be familiar with the terms of tenant leases. You will prepare analysis and reporting on variances to budget, and financial performance for a portfolio of properties. You look for opportunities to enhance the services and operations of the properties, and share your recommendations with your Supervisor.

The ideal candidate will have previous experience in residential or commercial property management, a strategic, entrepreneurial mindset, excellent communication skills, and a “can do” attitude that complements the other members of this skillful team. The candidate will have a bachelor's degree or technical diploma in business with a focus in economics, accounting or real estate management.

This role will give the incumbent the opportunity to work with one of the real estate development leaders in the Halifax market and provide exposure to a range of challenging projects and opportunities. You will receive practical training required to take over management of a portfolio of complex assets.

The Armour Group Limited is a family business valuing a commitment to excellence, high performance, accountability, integrity, and teamwork. We are looking for diligent people to join

our team who share our values, work ethic and passion for building community. We offer RRSP's, extended health benefits, and a bonus potential.

Qualified applicants are invited to submit their resume and cover letter to humanresources@armourgroup.com. The Armour Group Limited is an equal opportunity employer.

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