



ARMOUR GROUP

ESTABLISHED 1972

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 a **Property Manager** to join our growing team from our downtown Halifax location and/or our Nova Scotia & New Brunswick properties.

The Property Manager will assist in the day-to-day management of a growing portfolio of commercial and retail assets in the HRM. The primary responsibility of the Property Manager is the management of people – you will develop and maintain excellent working relations with tenants, staff and contractors, and consistently encourage improved service and performance.

Key Duties:

- Ensuring tenant concerns are rectified in a prompt, effective and cost-efficient manner.
- Daily supervision of building staff, including operators, cleaning and maintenance staff; frequent contact with and direct supervision of staff is required.
- Establishing and maintaining an excellent climate of working relations with tenants, staff and contractors, consistent with encouraging improved service and performance.
- Keeping their supervisor and others in the organization well informed of operational/property specific issues and of any unusual matters which might affect approved plans and budgets.
- Ensuring a safe working environment for staff and contractors and that OH&S requirements are followed by playing a key role to ensure policies are developed and followed.
- Ensuring that all equipment and company assets are well maintained in the highest manner in accordance with maintenance protocols and budget specifications.
- Making recommendations to your supervisor with a view to enhancing the services and operations of the properties.
- Reviewing of financial statements for assigned properties, preparing analysis and reporting on variances to budget.
- Preparation of annual property budgets.

- Reviewing, tendering and negotiating building service contracts to ensure prudent, cost-effective practices.
- Conducting and documenting periodic comprehensive building inspections, as well as routine follow up to ensure completion.
- Keeping abreast of property management standards, new applications, trends, etc.
- Ensuring that all company policies and standards are observed.

Core Competencies:

- Ability to multi-task and prioritize in a fast-paced work setting;
- Excellent verbal and written communication skills with all levels of the organization;
- Ability to generate effective reporting and analytics;
- Strong analytical, organizational and problem-solving skills;
- Strong negotiation and conflict-management skills;
- Ability to effectively lead and coach a small team;
- Ability to work effectively both independently and as part of a team;
- Excellent relationship building skills with both internal teams and external stakeholders;
- Proficient and knowledgeable with different property management processes and procedures;
- Proficient with different types of technologies and systems.

Education/Experience:

- 5+ years' experience in property management, residential, retail and or commercial
- 3+ years in a people leadership position
- Post-secondary degree or technical diploma in a related field

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.

The Armour Group is an equal opportunity employer. While we thank all applicants only those selected for an interview will be contacted.