



# ARMOUR GROUP

ESTABLISHED 1972

## **Live-In Maintenance Person**

The Armour Group Limited – Halifax, NS

For over 40 years, The Armour Group Limited has been recognized as one of the leading real estate development companies in Atlantic Canada. The Armour Group Limited is unique in its integration of concept, development, construction and management of all assets internally. These are particularly exciting times at The Armour Group Limited – with a number of new projects on the horizon.

We currently have an opportunity for a **Live-In Maintenance Person** for our Dartmouth locations –Kings Arms Apartments and Kings Wood Apartments. Kings Arms Apartments has 125 units and Kings Wood Apartments consists of 131 units. One large building, and six smaller buildings, all located very close to one another. All buildings conveniently located right across from the Mic Mac Mall in the Dartmouth Crichton Park area.

Duties and Responsibilities for this position include:

- Willingness to live in an apartment in one of the buildings being managed
- Responsible for the overall appearance, maintenance and cleanliness of the buildings and exterior grounds
- Responsible for routine inspections, minor repairs, and preventive maintenance in units, and various building systems
- Responsible for general cleaning of common areas and vacated units when necessary
- May be called upon to show units and sell the building to prospective tenants in accordance with company parameters
- May be called upon to communicate with, and organize, outside contractors
- Assist in other areas as necessary

Skills necessary for this position include:

- Proven high level of customer service experience and positive attitude
- Demonstrated exceptional professionalism and competence in a wide variety of related areas
- Ability to effectively manage various tasks simultaneously in an often high paced environment
- Ability to diplomatically resolve problems and be responsive to tenants
- Physically comfortable completing light maintenance and cleaning duties including snow removal from steps, entry ways and sidewalks
- Experience with residential building management and knowledge of the Nova Scotia Residential Tenancy Act an asset

- Experience with minor maintenance work and repairs, and familiarity with electrical, mechanical and plumbing systems an asset
- Experience working with trade contractors on complex maintenance, repair and grounds keeping issues an asset
- Ability to follow instructions and implement company practices and procedures and maintain open and fluid communication with the Residential Properties Manager

The Armour Group offers a comprehensive and competitive compensation and benefits package. The successful candidate will receive an unfurnished apartment with heat and hot water included, a competitive salary, eligibility to participate in the Company's benefits program and pension plan, and paid vacation. The successful candidate is supported by The Armour Group Limited's team of maintenance professionals, service contractors and assistant Resident Managers.

Please apply via email to [humanresources@armourgroup.com](mailto:humanresources@armourgroup.com) with cover letter and resume.

Thank you for your interest. All qualified applicants will be considered; however, only those chosen for an interview will be contacted. The Armour Group Limited is an equal opportunity employer.

