



ARMOUR GROUP

ESTABLISHED 1972

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 is unique in its integration of concept, development, construction and management of all assets internally. These are particularly exciting times at The Armour Group - with a number of new projects and continued growth on the horizon.

We are seeking an experienced **Property Manager** to join the team in our Halifax office. Reporting to the Senior Property Manager this role will assist in the day to day management of a growing portfolio of commercial and retail assets in the HRM. This position 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.

The successful candidate will have experience in commercial and retail property management, have a proven track record for strategic budgeting and have exemplary communication skills, demonstrated both with senior management and a varied tenant base. Our ideal team member will have a “Can do” attitude that complements the other members of this skillful team.

The Property Manager must have at least five years of relevant experience and strong business acumen, along with excellent communication and customer service skills. You will ensure the Company’s policies for operations and contracting are followed at all properties for which you are responsible, assist in contract administration for your properties and be a creative problem solver. You will assist in the preparation of the annual budget, reporting and financial performance for a portfolio of properties.

The Property Manager is involved in all aspects of day-to-day operations of the property, including accounting, tenant relations, maintenance and repair, security, janitorial services, landscaping, snow removal, etc. You will handle tenant complaints and service requests, and must be familiar with the terms of tenant leases.

This is a great opportunity for a highly motivated individual with relevant experience who is looking to grow their career with a market leader. If you are motivated by a fast-paced work environment and possess a “get it done” mentality, this may be the right opportunity for you.

Resumes and cover letters will be accepted in confidence at humanresources@armourgroup.com. Please indicate anticipated salary in your cover letter. We appreciate the interest of all individuals who apply, however, only those selected for an interview will be contacted.

The Armour Group Limited is an equal opportunity employer.