



## **GENERAL MANAGER – REAL ESTATE MANAGEMENT COMPANY (NOC:00012)**

**Posted by:** Coldwell Banker Real Estate Professionals

**Posting date:** 04-Nov-2024      **Closing date:** 03-May-2025

**Education:** Bachelor's degree

**Language:** English

**Job location:** Markham

**Salary:** \$85.50 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ2768183

### **Job description:**

## **GENERAL MANAGER – REAL ESTATE MANAGEMENT COMPANY (NOC:00012)**

Posted on October 4, 2024 by Coldwell Banker Real Estate Professionals

### **JOB DETAILS**

**Location:**

Markham, ON L3R 2Z5

**Salary**

\$85.50 hourly / 35 hours per Week

**Terms of employment****Permanent employment**

Full time

**Shift**

Day, On Call, Weekend

**Start date**

Starts as soon as possible

**Vacancies**

1 vacancy

**OVERVIEW****Languages**

English

**Education**

Bachelor's degree

**Experience**

2 years to less than 3 years

**RESPONSIBILITIES****Tasks**

- Allocate material, human and financial resources to implement organizational policies and programs
- Authorize and organize the establishment of major departments and associated senior staff positions
- Establish objectives for the organization and formulate or approve policies and programs
- Represent the organization, or delegate representatives to act on behalf of the organization, in negotiations or other official functions
- Select middle managers, directors or other executive staff; delegate the necessary authority to them and create optimum working conditions
- Conduct performance reviews

**Supervision**

5-10 people

**EXPERIENCE AND SPECIALIZATION**

Computer and technology knowledge

MS Excel  
MS Office  
MS Outlook  
MS PowerPoint  
MS Windows  
MS Word

**ADDITIONAL INFORMATION****Transportation/travel information**

Willing to travel

**Work conditions and physical capabilities**

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Large workload

**Personal suitability**

- Accurate
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Judgement
- Organized

**WHO CAN APPLY TO THIS JOB?****The employer accepts applications from:**

Canadian citizens and permanent or temporary residents of Canada.  
Other candidates with or without a valid Canadian work permit.

**HOW TO APPLY****Direct apply**

By applying directly on Job Bank (Direct Apply)

**By email**

[coldwellbankerrep-careers@post.com](mailto:coldwellbankerrep-careers@post.com)

This job posting includes screening questions. Please answer the following questions when applying:

- Are you available for shift or on-call work?
- Do you have previous experience in this field of employment?
- What is the highest level of study you have completed?

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [coldwellbankerrep-careers@post.com](mailto:coldwellbankerrep-careers@post.com)**

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