

# canadianjobportal.com

## **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?