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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

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?