

SKYLINE JOB FAIR

email jobs@skylineonline.ca to learn more about our career opportunities

Do you want to join one of Canada's fastest growing multi-residential real estate companies? With our current growth rate, Skyline is ranked among Canada's top ten multi-residential real estate companies.

Skyline is continually searching for enthusiastic and dedicated people! We offer employees:

- Competitive pay & Bonus
- Benefits
- On-going training & development

Skyline is currently recruiting for:

RESIDENT MANAGERS

Our Resident Managers are responsible for:

- Supervising all on-site activities in accordance to with the Skyline specifications
- Resolving all resident concerns, complaints &/or inquiries
- Dealing promptly with all prospective tenants
- Maintaining the building including cleaning common areas, snow removal, small repairs, conducting monthly audits and cleaning and repairing vacant units and coordinating trades

Required Qualifications:

- Secondary School Diploma
- A minimum of 3 years work experience in property management
- Ability to communicate effectively both oral and written with tenants, prospective tenants and trades
- Ability to add, subtract, multiply and divide all units using whole numbers, fractions and decimals
- Ability to read and interpret documents and write routine reports
- Computer literacy including Word, Excel and Outlook
- Ensuring all maintenance requests are completed promptly

If are interested in joining our team, please come to our job fair:

WHEN: FRIDAY, SEPTEMBER 17, 2010
WHERE: 322 SCHLUETER ST, UNIT #16, CAMBRIDGE
TIME: 1PM TO 3PM

Apply on or before September 15th for your opportunity to be selected for a scheduled interview! We will be conducting pre-scheduled interviews for selected candidates throughout the day of September 17th job fair. Apply by emailing your resume to jobs@skylineonline.ca or fax to 519-341-0178.

We thank all applicants however only those selected for an interview will be contacted, no phone calls please.

Visit our careers page for other opportunities within Skyline www.skylineonline.ca/careers

