

Executive Recruitment & Appraisals Inc.
"The Okanagan Valley's Recruiter of Choice"

RESIDENTIAL APARTMENT MANAGER
(Kelowna, B.C.)

The property owner is seeking a mature couple to manage a high end apartment complex with 200+ suites. This position requires the manager to live in the complex and provide administrative as well as general maintenance support. Primary Responsibilities include proficiency with computers (Microsoft Office), screening of new tenants, preparing rental contracts, collecting rents/deposits, processing arbitrations, dealing with minor repairs and routine maintenance, as well as handling landscaping and ground maintenance.

To confidentially interview for this opportunity, contact Patrick D. Walls. See web site for additional details.

pat@executiverecruitment.ca

Office: (250) 764-2662

Cell: (250) 878-4413

www.executiverecruitment.ca

