Property administrator

Harmani Investments Inc.

Job ID
41012

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LOCATION	DATE POSTED	EXPIRY DATE
414 Thickwood Blvd, Fort Mcmurray, AB| Alberta	01-09-2026	28-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $37.50 / hour	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Property administrator

Company: Harmani Investments Inc.

Location: 414 Thickwood BlvdFort McMurray, AB T9K 1P1

Salary: $37.50 / hour

Vacancies: 1 vacancy

Terms of employment: Permanent employment, Full time 30 to 40 hours / week

Start date: As soon as possible

Job requirements

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Job Description

Tasks

Negotiate or approve rental or lease of properties on behalf of property owner

Ensure terms of lease agreements are met

Prepare and administer contracts for property services, such as maintenance

Co-ordinate implementation of repairs, maintenance and renovation

Monitor progress and cost of work for property owners

Compile and maintain records on operating expenses and income

Prepare expense and income reports

Ensure response to trouble calls from clients or tenants

Personal suitability

Client focus

Organized

Team player

How to apply

By phone

780-267-2006 Between 10:30 AM and 03:30 AM

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