

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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