

Check out this opportunity!



Greenhouse Recruitment is supporting our client to fill this position:


Title: Office Manager / Leasing Coordinator

Company: The Parkway Retirement Community

Location: 85/95 Paget Street, Winnipeg, MB

The Parkway Retirement Community is a beautiful 228-suite independent residence for seniors. The Office Manager/Leasing Coordinator is an integral part of the management team and provides direct support to the Executive Director. This full-time, permanent position is also responsible for following up on appointments, telephone calls and community tours with prospective new residents. Responsibilities also include managing the leasing of suites and coordinating the transition of residents to their new home. As the Office Manager, this individual is responsible for general administrative duties and for being a point of contact for residents living at The Parkway. If you consider yourself to be an organized, outgoing, friendly, and responsible individual with a passion for excellent customer service, let's connect!

To find out more contact:
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 All inquiries are strictly confidential.


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