



JOB POSTING – Limited Licensee (or Equivalent) – Condominium Management

Company Description

Nightingale brings a new and fresh approach to the Condominium Management industry with a high level of customer service, constant communications, frequent property site visits, full transparency, and an overall presence to Boards & unit owners. Nightingale Nursing Registry Ltd. has been providing high-quality Nursing and Personal Support Worker Home Care services for over 40 years, alongside our growing Property Maintenance Operations and Condominium Management Services.

Role Description

As a **Limited Licensee** (or an individual with equivalent experience who intends to obtain a Limited License), you will work alongside a General Licensed Condominium Manager to support full-scope condominium management across multiple corporations. This role includes site inspections, owner and board communications, meeting preparation, maintenance coordination, and compliance tasks under the Condominium Act. It is ideal for candidates who excel in a people-focused environment, enjoy structured tasks with community variety, and are looking to grow their career in a supportive and collaborative setting.

Responsibilities

- Preparing management packages, reports, and minutes for board and owners' meetings
- Conducting regular site inspections and documenting findings
- Assisting with budgets, reserve fund planning, and Condominium Act compliance
- Coordinating notices, correspondence, phone calls, and owner/resident inquiries
- Managing work orders and liaising with vendors
- Supporting positive relationships with boards, owners, and residents

Work Arrangement

- On-site in Lakefield, ON (possibility for hybrid after 3 months)

Wage & Benefits

- Wage: \$22.00-\$25.00 per hour
- Health & dental benefits
- RRSP match
- Permanent full-time role (reduced full-time may be considered)
- Multi-company exposure in a friendly and supportive team environment

Qualifications

- Limited License (or willingness to obtain)
- Previous experience (1-2 yrs)
- Experience using RBC Express for condominium banking and board-user setup
- Strong organization & communication
- Basic building maintenance knowledge
- Driver's license & reliable vehicle (required)
- Consistently maintains a polished, professional appearance and conduct in all client-facing situations

Assets

- Condominium corporation accounting experience

Apply Now @ <https://nightingalenursing.net/careers/> or email humanresources@nightingalenursing.net if you are ready to make an impact in a growing, multi-company environment! (If you would like a full description of this role, please reach out to our HR team)