



MELCOR

LIVE. WORK. SHOP. PLAY.



CAREER OPPORTUNITY



Where People Want to Work

Melcor is an award winning employer with a proven track record of caring for and empowering our exceptional team.

If you are committed to providing superior administrative support while delivering exceptional customer service and you meet or exceed our qualifications, please send your resume to:

careers@melcor.ca re: **Administrative Assistant - Calgary**

We thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted. Melcor is an equal opportunity employer committed to workplace diversity.

Who We Are

We are a diversified real estate development and asset management company. We transform raw land into high-quality finished product in both residential and commercial built form.

We develop and manage master-planned, mixed-use residential communities, business and industrial parks, office buildings, retail commercial centres and golf courses.

SEND RESUMES TO: careers@melcor.ca

Please include the opportunity title in the subject line.

Melcor.ca



MELCOR

ADMINISTRATIVE ASSISTANT

WE ARE LOOKING FOR

An **Administrative Assistant** - **Calgary** who is committed to providing superior administrative support related to land development projects in the Calgary region.

This **full-time, permanent position** reports to the Vice-President, community development and is a key member of our team.



WHAT YOU'LL DO

Perform administrative tasks associated with development projects:

- Provide general support to the community development division including data entry, filing and correspondence preparation
- Assist with preparation and coordination of leases and land sale agreements
- Prepare and monitor receivables and payables
- Provide support to the Vice-President, Community Development and the Vice-President, New Leasing and Sales
- Prepare and submit expense reports
- Schedule and coordinate meetings

ABOUT YOU

- You have 10 years of experience in administration
- You have experience in the land development industry
- You can multi-task to meet deadlines set by multiple managers
- You have working knowledge with:
 - Data maintenance
 - Complex administration
 - Microsoft Suite

- You have a commitment to collaboration, accountability and focus on results
- You can maintain confidentiality of information
- You have superior attention to detail and organizational skills

EXTRA POINTS FOR

- Experience processing legal documents
- Experience supporting executive-level employees