



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**

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** who is committed to providing superior administrative support while delivering exceptional customer service.

This **full-time, permanent position** reports to the vice-president, investment properties and is a key member of our team.



WHAT YOU'LL DO

Perform administrative duties for all 3rd party managed assets in Canada and the US. This includes:

- Respond to a variety of inquiries from tenants, customers and contractors
- Maintain and update tenant information including insurance coverage
- Prepare Estoppel Certificates as required for tenant execution
- Prepare building memos and other tenant communications as required
- Keep files organized and up-to-date
- Schedule and coordinate meetings

ABOUT YOU

- You have experience in property management or commercial real estate
- You can multi-task to meet deadlines set by multiple managers
- You have working knowledge with:
 - Lease documentation
 - Complex administration
 - Microsoft Suite
- You have a commitment to collaboration, accountability and focus on results

- You can follow company guidelines
- You work best as part of a dynamic team
- You work calmly under pressure while maintaining a sense of urgency
- You are self-motivated and a great problem solver

EXTRA POINTS FOR

- A fabulous attitude and willingness to learn
- Strong attention to detail