



MELCOR

LIVE. WORK. SHOP. PLAY.



CAREER OPPORTUNITY



Where People Want to Work

Melcor is the proud winner of **Alberta's Best Workplaces 2015**. We have a proven track record of caring for and empowering our exceptional team.

If you are a dedicated and passionate real estate professional who is a whiz at managing the planning & development of residential projects and you meet or exceed our qualifications, please send your resume to:
careers@melcor.ca re: Assistant Development Manager | 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

ASSITANT DEVELOPMENT MANAGER | CALGARY

WE ARE LOOKING FOR

An **Assistant Development Manager** to provide support and assistance during the planning and development of new communities in the Calgary region.

This full-time position reports to the Vice President - Calgary Land and is a key member of our team.

WHAT YOU'LL DO

The major responsibilities of this position include:

- Achieve yearly budget objectives
- Prepare financial proformas and other reporting for development projects



- Work with project consultants on approvals, scheduling and construction
- Review and approve payables and ensure receivables are collected
- Ensure completion certificates (CCC/FAC) are obtained
- Assist with managing contractors and ensuring quality control
- Liase with the Marketing Manager on marketing initiatives for communities
- Coordinate with home builders on showhome parades, architectural approvals and general construction matters
- Build long-term business relationships with internal and external customers, suppliers and other real estate and land development professionals
- Respond to inquiries from customers and the public regarding our projects

ABOUT YOU

- You have 1+ years of experience in one of the following disciplines:
 - Urban planning
 - Engineering
 - Construction
 - Real estate
 - Finance
- You possess a degree or diploma from a recognized post-secondary institution
- You have a passion for real estate
- You have experience with budgeting and financial/accounting practices
- You take initiative and communicate effectively with team members

EXTRA POINTS FOR

- Experience with Autocad
- Knowledge of land development fundamentals