



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 passionate about providing exceptional customer service, dedicated to maintaining high-quality properties and you meet or exceed our qualifications, please send your resume to: careers@melcor.ca re: Assistant *Property Manager - Investment Properties*

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 own and manage over 3.9 million square feet of gross leasable area, including 38 properties owned by Melcor REIT.

We strive to be the Landlord of Choice in our markets by providing outstanding customer care and dependable, high quality service to our clients.

SEND RESUMES TO: careers@melcor.ca

Please include the opportunity title in the subject line.

Melcor.ca



MELCOR

ASSISTANT PROPERTY MANAGER

WE ARE LOOKING FOR

An **Assistant Property Manager** who will provide exceptional customer care to our tenants and help maintain a portfolio of high quality properties.

This full-time permanent position reports to the Senior Property Manager and is a key member of our team.



WHAT YOU'LL DO

Assist with the daily operations of your buildings. This includes:

- Respond to tenant calls, inquiries, complaints as required on a daily basis
- Assist in the development and maintenance of programs with a variety of contractors
- Help ensure portfolio and divisional objectives are met
- Assist with the collection of rent and arrears
- Assist in reconciling client accounts as required
- Maintain existing client relationships and foster new relationships to ensure continued growth
- Work with building operators to prepare reports
- Ensure all drawing records, operating logs and files are maintained

ABOUT YOU

- You have 2 years experience in **property management** or **commercial real estate**
- You have working knowledge of:
 - Lease documentation
 - Budgeting/financial practices
 - Contract review
- You have a post-secondary degree or diploma in Business or relevant experience

- You possess strong interpersonal skills and are able to build lasting business relationships
- You work calmly under pressure while maintaining a sense of urgency
- Your communication, conflict resolution and project management skills are exceptional

EXTRA POINTS FOR

- Ability to think analytically and problem solve
- Ability to go above & beyond