



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 a dedicated real estate professional who wants to help build communities where people want to live, work, shop and play and you meet or exceed our qualifications, please send your resume to:
careers@melcor.ca re: HOA Manager

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

HOA MANAGER

WE ARE LOOKING FOR

A **Home Owners Association Manager** to set-up and manage Melcor's Home Owner Associations for our Edmonton, Calgary and Red Deer communities.

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

WHAT YOU'LL DO

Be responsible for creating and managing HOAs in developing communities. This includes:

- Introduce and establish new HOAs



- Manage the full life cycle of the HOA from start-up to turnover
- Coordinate maintenance for the HOA
- Prepare financial reports on HOA performance
- Manage board meetings and annual general meetings
- Participate in community meetings as needed
- Ensure HOA compliance with not-for-profit organization governance practices
- Manage HOA staff including goal setting, development and performance evaluation
- Build strong relationships between the HOA and other organizations

ABOUT YOU

- You have at least 5 years of relevant experience
- You have experience with:
 - Planning
 - Budgeting
 - Staff management
- You have financial experience including budget creation, cash forecasting and analysis of results

- You have strong interpersonal skills and the ability to build long-term relationships
- You have a passion for real estate

EXTRA POINTS FOR

- Experience with not-for-profit operations and/or volunteer boards
- Experience with financial reporting