

MELCOR

LIVE. WORK. SHOP. PLAY.

CAREER OPPORTUNITY

Lot Sales Administrator

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 an organized and passionate real estate professional and you meet or exceed the position requirements, please send your resume to:
careers@melcor.ca

Re: Lot Sales Administrator - 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

LOT SALES ADMINISTRATOR

WE ARE LOOKING FOR
A Lot Sales Administrator to process documentation related to the sale of lots and land parcels.

Based in Calgary, this position reports to the Vice President, Community Development and is a key member of our team.

WHAT YOU'LL DO

- Prepare and distribute sales agreements and related correspondence according to standard formats and terms



- Coordinate deposits, prepare amendments, maintain records and track critical dates relating to sales agreements
- Report on the performance of sales and the status of sales agreements
- Prepare and distribute invoices to purchasers for cost recovery items
- Maintain database of purchaser information
- Correspond with purchasers on matters relating to sales of lots and land parcels, available inventory and other miscellaneous matters
- Prepare and maintain price lists for lot and land parcels
- Update website with lot, builder and community information

ABOUT YOU

- You have a minimum of 5 years' experience in administration including processing of legal documents
- You have a combination of education and experience related to office administration
- You possess strong technical/computer skills including Microsoft Office
- You have advanced communications skills both written and verbal
- You have experience with data maintenance

- You are a wizard at time management and organization
- You have sound judgment and the ability to deal with confidential and sensitive situations and information

EXTRA POINTS FOR

- Post secondary certificate or diploma in office administration
- Experience in the real estate industry