



# 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 exceptional customer care to the tenants of a 72 unit condo building and you meet or exceed our qualifications, please send your resume to:

[careers@melcor.ca](mailto:careers@melcor.ca) re: On-Site Property 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.

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**SEND RESUMES TO: [careers@melcor.ca](mailto:careers@melcor.ca)**

Please include the opportunity title in the subject line.

**Melcor.ca**

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# MELCOR

## ON-SITE PROPERTY MANAGER

### WE ARE LOOKING FOR

An **On-Site Property Manager** to maintain and coordinate the daily operations of a 72 unit residential condo building in St. Albert.

This full-time, one-year contract position reports to the **Manager, Special Projects** and is a key member of our team.

### WHAT YOU'LL DO

The major responsibilities of this position include:

- Maintain a high level of tenant satisfaction through excellent customer service and communication
- Ensure contractors complete their work according to their contracts

### ABOUT YOU

- You understand the Residential Tenancies Act (RTA) including how to apply it to all interactions with tenants
- You have a minimum of 2+ years experience in a management role
- You are trustworthy and are able to handle sensitive and confidential matters
- Proficiency in computer programs such as Microsoft Office Word, Excel, and Outlook



- Ensure the property is well maintained and managed
- Be responsible for move scheduling, coordination and inspections in accordance with the RTA
- Ensure compliance with the RTA in all procedures
- Regularly inspect grounds, hallways and common areas, making recommendations for repairs or service
- Pre-screen tenants including credit, employment and reference checks and inform them of approval or declined application status
- Confirm that vacant units are ready to be leased
- Collect and account for the initial payments made by applicants and new residents
- Complete other duties as assigned by Manager/Assistant

- You are an independent worker and a self-starter
- You have a flexible schedule

### EXTRA POINTS FOR

- A passion for real estate
- Excellent organization skills