



MELCOR

LIVE. WORK. SHOP. PLAY.



CAREER OPPORTUNITY



Where People Want to Work

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

If you are passionate about outstanding customer service, dedicated to maintaining high-quality properties and you meet or exceed our qualifications, please send your resume to:
careers@melcor.ca re: **Property Administrator**

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

PROPERTY ADMINISTRATOR

WE ARE LOOKING FOR

A **Property Administrator** who is committed to providing superior administrative support while delivering exceptional customer service.

This full-time permanent position reports to the general manager and is a key member of our team.



WHAT YOU'LL DO

Assume the administrative tasks associated with our Lethbridge portfolio of properties. This includes:

- Efficiently oversee reception including answering phones and greeting customers
- Receive and follow-up with tenants inquiries and complaints and ensure they are dealt with appropriately
- Coordinate new tenant needs such as card/key access, parking, handbook distribution
- Manage part-time administrative assistant
- Keep files organized and up-to-date
- Help us maintain our "Gold" service standard
- Assist the general manager as required

ABOUT YOU

- You have experience in **property management** or **commercial real estate**
- You have working knowledge with:
 - Lease documentation
 - Complex administration
 - Microsoft Office Suite
- You can follow company guidelines and demonstrate strong attention to detail
- You work better as part of a dynamic team

- You work calmly under pressure while maintaining a sense of urgency
- You are a great problem solver and are self-motivated and super organized

EXTRA POINTS FOR

- A fabulous attitude and willingness to learn
- Ability to go above & beyond