



# 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 dedicated to maintaining high-quality properties and providing exceptional customer service and you meet or exceed our qualifications, please send your resume to: [careers@melcor.ca](mailto:careers@melcor.ca) re: Retail Operations Supervisor

*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**

# RETAIL OPERATIONS SUPERVISOR

## WE ARE LOOKING FOR

A **Retail Operations Supervisor** to oversee the day-to-day operations of our Edmonton and Red Deer retail properties.

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

## WHAT YOU'LL DO

Assist with the operation, maintenance and repair of retail properties. This includes:

- Provide effective leadership to the retail operations team
- Be the go-to for tenants, contractors and our property management team

## ABOUT YOU

- You have worked with complex building systems including:
  - HVAC
  - Mechanical
  - Electrical
  - Plumbing
  - Fire Alarm + Sprinkler Systems
- You are familiar with work safe procedures from Occupational Health & Safety legislation



- Manage, train, direct and supervise your team including time sheet submissions, vacation and sick days and on-call rotation scheduling
- Establish and implement preventative maintenance programs
- Provide exceptional customer service to tenants, customers and other guests, maintaining positive and professional relationships
- Perform regular daily inspections and record keeping of roofs, HVAC systems, landscaping, life safety systems, lighting and signage
- Complete service requests and ensure that appropriate follow-up is completed
- Implement and follow work safe protocols and ensure PPE is used as appropriate

- You have a valid Alberta driver's license and a reliable vehicle
- You have basic computer skills
- You work calmly under pressure while maintaining a sense of urgency
- You are a problem solver who is super organized

## EXTRA POINTS FOR

- Experience managing a team
- Experience in the real estate industry