



# 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 superior administrative support while delivering exceptional customer service and you meet or exceed our qualifications, please send your resume to: [careers@melcor.ca](mailto:careers@melcor.ca) re: **Receptionist - 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](mailto:careers@melcor.ca)**

Please include the opportunity title in the subject line.

**Melcor.ca**

---



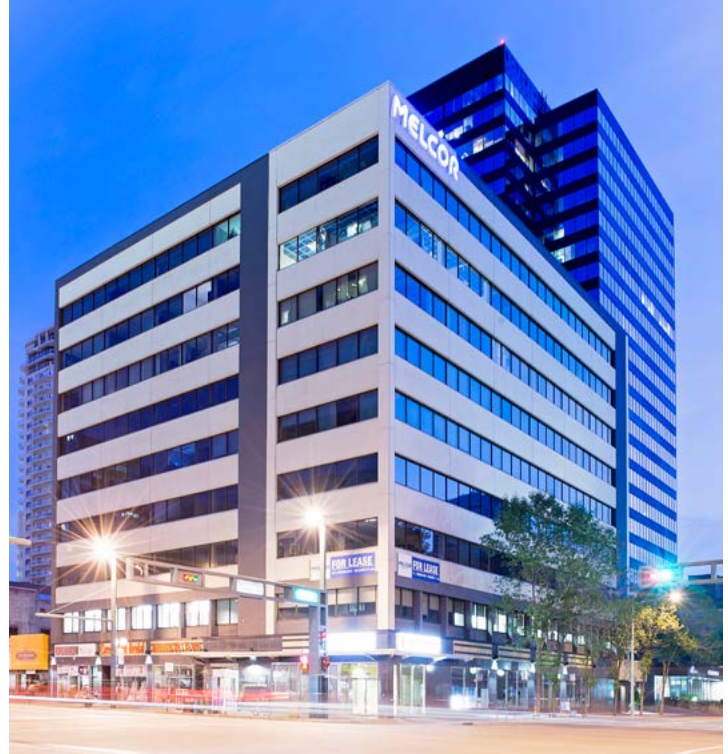
# MELCOR

## RECEPTIONIST

### WE ARE LOOKING FOR

A **receptionist** for our Calgary office who is committed to providing superior administrative support while delivering exceptional customer service.

This **full-time, permanent position** reports to the Vice-President - Community Development and is a key member of our team.



### WHAT YOU'LL DO

Work as an office liaison between clients and staff members. You will:

- Welcome visitors and respond to incoming calls, re-directing as appropriate
- Manage inbound and outbound mail, couriers and invoices
- Liaise with third parties, including building maintenance, to ensure the office is operational at all times
- Maintain company's general voice mailbox
- Monitor and maintain office supply levels
- Coordinate equipment services as required
- Data entry, filing, preparation of correspondence or other administrative tasks as required
- Assist with coordination of meetings and events

### ABOUT YOU

- 2-5 years of relevant office experience
- High school diploma required
- Strong PC skills and experience using:
  - Microsoft Suite (Word, Excel, Outlook)
- Excellent phone manner & customer service skills
- Ability to maintain confidential records and information

- Outgoing and friendly personality with excellent communication skills
- Ability to work with minimal supervision

### EXTRA POINTS FOR

- Experience in a relevant industry such as real estate or property management
- Strong attention to detail