



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 re: **Leasing Administrator - Property Development Division**

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

LEASING ADMINISTRATOR

WE ARE LOOKING FOR

A **Leasing Administrator - Property Development Division** 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, New Sales & Development - Calgary and is a key member of our team.

WHAT YOU'LL DO

Perform administrative duties for all Melcor properties. This includes:

- Prepare lease proposals and offers, condition waivers and extension letters

ABOUT YOU

- You have a degree or diploma in business or equivalent experience
- You have a minimum of 5+ years in a similar role
- You build strong relationships with internal and external customers such as coworkers, tenants and brokers
- You have proficient PC skills (Word, Excel, PowerPoint)
- You have a commitment to collaboration, accountability and focus on results



- Assist in managing various lease templates
- Support the Vice-President, New Sales & Development with negotiations by reviewing offers and leases
- Build and maintain RFP responses
- Maintain CAD and floorplan files
- Track and prepare tours for vacant space
- Field phone calls and provide assistance to brokers
- Prepare tour packages for touring properties and vacancies with brokers and prospective tenants
- Email reports and floorplans to brokers
- Coordinate corporate searches on prospective tenants
- Other administrative duties as required

- You are a quick learner
- You are comfortable with:
 - Preparing proposals, waivers, offers, contracts, etc.
 - Working independently with minimal supervision

EXTRA POINTS FOR

- You have experience working with leases
- You have experience as a paralegal or in commercial real estate