

MELCOR

LIVE. WORK. SHOP. PLAY.

CAREER OPPORTUNITY

BUILDING OPERATOR

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 passionate about outstanding customer service and maintaining our portfolio of high-quality properties and you meet or exceed our qualifications, please send your resume to:
careers@melcor.ca re: *Building Operator*

We thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted.

Who We Are

We are a diversified real estate development and asset management company. We develop and manage master-planned, mixed-use residential, business and industrial parks, office buildings, retail commercial centres and golf courses.

We have been acquiring and improving commercial assets since the 1960s - today our portfolio is made up of 45 properties and 3.6 million square feet of gross leaseable area.

SEND RESUMES TO: careers@melcor.ca

Please include the opportunity title in the subject line.

Melcor.ca



MELCOR

BUILDING OPERATOR

WE ARE LOOKING FOR

A **Building Operator** who is committed to assisting with the day to day operation of our Edmonton and area retail properties while delivering exceptional customer service to tenants.

This full-time, permanent position reports to the Retail Operations Supervisor and is a key member of our team.

ABOUT YOU

- You are available for on-call rotation
- You have working knowledge of:
 - HVAC, mechanical, electrical, plumbing, fire alarm, sprinkler systems
 - All work-safe procedures and Occupational Health & Safety legislation
- You can follow guidelines and demonstrate strong attention to detail



WHAT YOU'LL DO

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

- Be the go-to contact for tenants, customers, contractors and members of our property management team
- Fix what you can and monitor, maintain and troubleshoot the rest
- Become a building guru - know your portfolio inside and out
- Coordinate and oversee all Landlord and Tenant Improvement construction
- Provide exceptional customer service and maintain our Best in Class philosophy with a 30 minute on-time response to work orders
- Always work safe. Support and implement a safety program, which includes wearing a safety vest while on the parking lot or roadway areas

- You have a reliable vehicle with a valid Alberta Drivers license
- You are a great problem solver and are self-motivated and organized

EXTRA POINTS FOR

- Experience with HVAC in a commercial setting