

The Melcor logo is displayed in a large, white, bold, sans-serif font against a blue background. The letters are closely spaced and have a slight shadow effect.

LIVE. WORK. SHOP. PLAY.

# CAREER OPPORTUNITY

## BUILDING OPERATOR GRANDE PRAIRIE

### 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 own and manage over 4.0 million square feet of gross leasable area, including 39 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](mailto: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 Grande Prairie retail properties while delivering exceptional customer service to tenants.

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



### 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

### ABOUT YOU

- You are available to be on-call
- 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

- You have a reliable vehicle with a valid Alberta Drivers license
- You have basic computer skills and are familiar with Microsoft Office, Outlook and Windows
- You are a great problem solver and are self-motivated and organized

### EXTRA POINTS FOR

- Experience with HVAC in a commercial setting