



# 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 passionate about outstanding customer service, dedicated to maintaining high-quality properties and you meet or exceed our qualifications, please send your resume to:  
[careers@melcor.ca](mailto:careers@melcor.ca) re: *Portfolio Administrator*

*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 own and manage over 4 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.

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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

## PORTFOLIO ADMINISTRATOR

### WE ARE LOOKING FOR

A **Portfolio Administrator** who is committed to providing superior administrative support while delivering exceptional customer service.

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



### WHAT YOU'LL DO

Assume the administrative tasks associated with a portfolio of properties. This includes:

- Assist the team in responding to all types of inquiries from tenants, customers and contractors
- Prepare and review lease documents, amendments and building memos
- Coordinate new and existing tenant improvements and move-ins and outs
- Assist with the collection of rents and arrears & become an accounts receivable and invoicing guru
- Keep organized and up-to-date files
- Maintain our Best in Class property standards

### ABOUT YOU

- You have experience in **property management** or **commercial real estate**
- You have working knowledge of:
  - Lease documentation
  - Complex administration
  - Microsoft suite
- You can follow company guidelines and demonstrate strong attention to detail
- You are able to go above and beyond

- You work calmly under pressure while maintaining a sense of urgency
- You are a great problem solver and are self-motivated and super organized

### EXTRA POINTS FOR

- Experience with Yardi Property Management Software
- A fabulous attitude and willingness to learn