

# CAREER OPPORTUNITY

## PROJECT & OFFICE COORDINATOR

### 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 real estate and providing outstanding customer service and you meet or exceed our qualifications, please send your resume to:

careers@melcor.ca  
re: Project Coordinator

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 centers and golf courses.

### SEND RESUMES TO:

Careers@melcor.ca

Please include the opportunity title in the subject line.

Melcor.ca

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# CAREER OPPORTUNITY

## PROJECT & OFFICE ADMINISTRATOR

### WE ARE LOOKING FOR

A **Project & Office Coordinator** who is committed to providing administrative and project support to the Community Development Division – Red Deer.

This full-time, permanent position reports to the Vice-President – Community Development Division, Red Deer Region and is a key member of our team.

### WHAT YOU'LL DO

#### Office Management:

- Welcome visitors and respond to incoming calls, redirecting as appropriate.
- Manage all inbound and outbound mail and couriers.
- Monitor and maintain office supplies and keep areas tidy at all times.
- Assist with the coordination of meetings and events.

#### Project Administration:

- Assist with general project administration, development approvals, financial reporting, and sales.
- Assist with community marketing and sales/market research.
- Prepare and monitor receivables and code invoices.
- Administer landscaping assistance program.
- Assist with the preparation and coordination of farm leases.

- Monitor and report on the status of payments relating to sales agreements.
- Track and maintain data relating to sales activities of lot and land parcels including maintaining price lists.

### ABOUT YOU:

- You have 5 years of relevant administrative experience.
- You have a degree or diploma in business, or equivalent experience.
- You have excellent phone manner and customer service skills.
- You have an outgoing and friendly personality with excellent communication skills.
- You have strong PC skills and experience using Microsoft Products (Word, Excel, Outlook, Teams).



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