

# CAREER OPPORTUNITY

ADMINISTRATOR  
CALGARY

## 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: Administrator - Calgary

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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## ADMINISTRATOR COMMUNITY DEVELOPMENT

### WE ARE LOOKING FOR

An **Administrator** who is committed to providing superior administrative support and assistance during the design, construction and ongoing management of Community Development Division projects in Calgary and surrounding communities.

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

### WHAT YOU'LL DO

- Review, organize and code payables to the appropriate projects
- Review and prepare contracts, as well as other related documents for signature
- Prepare and distribute invoices, and actively monitor the collection of receivables
- Collaborate with head office to obtain and manage certificates of insurance relevant to our development projects
- Work closely with head office to coordinate letters of credit and financial assurance for development projects
- Maintain organized records and prepare detailed reports related to development project budgets
- Serve as a point of contact, responding to inquiries from contractors, consultants, and service providers regarding payables and receivables, fostering strong working relationships.

### ABOUT YOU:

- You have at minimum 2 years of relevant office experience in project administration and/or accounts payables
- You are proficient in using a range of computer applications, including Microsoft Office and accounting software
- You have advanced written and verbal communication skills
- You demonstrate strong attention to detail to ensure the accuracy and reliability of financial data
- You have excellent interpersonal skills and the ability to work cohesively within a team environment
- You have strong time management and organizational skills to manage multiple tasks and responsibilities efficiently



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