

# CAREER OPPORTUNITY

## PROJECT MANAGER – EDMONTON

### 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: Project Manager

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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## WE ARE LOOKING FOR

A **Project Manager** who is committed to the coordination and management of redevelopment for existing space to meet tenants needs.

This **full-time**, permanent position reports to the Director of Development and is a key member of our team.

## WHAT YOU'LL DO

**Manage construction for a variety of tenant improvement projects. This includes:**

- Collaborate with leasing managers during the offer stage to ensure accurate timelines and pricing for Landlord's work & turnkey provisions
- Coordinate all development related aspects that satisfy negotiated leases, including the procurement of drawings, permitting, and TI construction efforts
- Manage capital construction projects as identified and approved by the existing property management team
- Coordinate with property management team to ensure a seamless move-in experience for new tenants
- Arrange for building area measurements while managing the construction process for TI related or capital-based projects
- Conduct vacancy audits throughout real estate portfolio that identify challenges and direct leasing decisions and minimize delays and additional costs

## ABOUT YOU:

- You have 3-5 years of commercial building experience in new development and/or in redevelopment of existing tenant spaces
- You have a strong understanding of what differentiates Landlord and Tenant responsibilities within the construction process.
- You are familiar with building codes for engineering disciplines: Mechanical, Electrical, Structural, and Life Safety
- You are familiar or have working knowledge of various interior HVAC distribution systems
- You have a good understanding of tenant startup needs including permitting and their construction process
- You are a team player that thrives in a fast-paced environment
- You are self motivated and excel in roles requiring autonomy



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