



Who We Are

We are a diversified real estate development and management company. We own and manage over 4 million square feet of leasable area, including 58 properties. We strive to be the Property Owner of Choice in our markets by providing outstanding customer care and dependable, high-quality service to our clients.

We Are Looking For

We're seeking a full-time Operations Administrator to join our team and play a key role in keeping our buildings running efficiently. In this role, you'll help maintain accurate preventative maintenance systems, manage invoices, and support day-to-day operations. You'll be an essential part of the Operations team, ensuring our properties are well-organized, efficient, and operating at their best.

What You'll Do

As a key member of the Operations Team, you will:

- Manage building systems and tenant service portal software (MRI Angus) to ensure smooth operations.
- Set up, schedule, and manage Preventative Maintenance programs across the property portfolio.
- Collaborate with Operators to:
 - Verify existing equipment data
 - Identify gaps
 - Ensure records and scheduled tasks are accurate and effective
- Refine and optimize existing system data to enhance program value.
- Maintain and organize operational reports and records for accessibility across all locations.
- Process vendor invoices:
 - Receive and verify invoices
 - Submit invoices to payables for payment in a timely manner
- Support administrative tasks including:
 - Updating on-call information
 - Maintaining building manuals
 - Managing vendor contact lists
- Oversee the tenant service phone line to ensure prompt and professional communication.

About You

- You bring experience in Property Management, Operations, or Commercial Real Estate.
- You take ownership of the systems you manage and are driven to improve them.
- You thrive in a fast-paced environment and can effectively support a busy Operations Team.
- You are confident handling administrative tasks and proficient in the Microsoft Office Suite.
- You have a sharp eye for detail and follow scheduling guidelines with precision.
- You collaborate well within a dynamic team environment.
- You communicate clearly and professionally with both internal colleagues and external clients.
- You are a proactive problem solver, organized, self-motivated, and resourceful.
- Familiarity with MRI Angus or similar property management software is an asset (but not required).

Where People Want to Work

If you are passionate about outstanding customer service and you meet or exceed our qualifications, please submit your resume to careers@melcor.ca quoting “Operations Administrator” in the subject line.

Your submission will be reviewed carefully, however only those selected for an interview will be contacted.

Melcor is an equal opportunity employer that is committed to the principle of diversity and looks forward to receiving applications from a wide range of people.