

## **JOB OPPORTUNITY 2017 - 16**

**Position:** Tenant Coordination Assistant  
**Reporting To:** Tenant Coordinator  
**Location:** The CORE, Calgary AB

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### **Position Summary**

Responsible for assisting with the coordination of commercial office and retail tenant build-outs, landlord work, renovations, and capital projects. Ensuring that proper Landlord construction related documents have been received from tenants and contractors and have been properly catalogued and processed. Administrative duties to include maintaining good client/tenant relations, preparation and distribution of various related correspondence and documents and processing various tenant service requests.

### **Primary Responsibilities:**

- Undertake the processing of tenant WORK PERMIT documentation. This includes collecting all relevant documentation from tenants and contractors including, but not limited to, Contractor's Trades List, Worker's Compensation Board Clearance Certificates (WCB), Insurance, Prime Contractor Letter and Building Permit.
- Assist with coordination and scheduling of tenant logistics related to move-in, move-out and construction related processes. This includes booking of freight elevators and arranging for any special tenant deliveries.
- Prepare outgoing correspondence to tenants such as tenant information packages and construction drawing approval letters.
- Maintain spreadsheet of current inventory of project drawings. Assist in managing both base building and tenant drawing files in both electronic and hardcopy formats. Organize, as required, Drawing Files under the Tenant Coordinator's direction.
- Maintain current inventory of project certified areas and TOD documents in both PDF and DWG (or equivalent) which are to be stored on local server and in Sharepoint.
- Assist in regular maintenance of Prime Contractor documentation in conjunction with Tenant Services.
- Assist Tenant Services Coordinator with deficiency inspections of retail and office units and follow up with tenants and contractors, as required, to ensure adherence to approved drawings.
- Create CAD drawings for retail and office space reconfigurations as requested by leasing personnel from time to time.
- Upload storefront photos of new retail locations or renovations to the workgroup directory.
- Coordinating all construction closeout documentation including, if required, processing Tenant Allowance and tenant chargebacks.
- Take weekly Tenant Coordination Meeting Minutes and distribute to attendees.
- Other administrative duties as required within the Tenant Coordination Department.

## Skills and Experience Required:

- Minimum of 3 years prior experience (preferably in the Commercial Property Management or Real Estate field).
- Post secondary education with formal training in CAD programming and general construction methods.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint & Adobe Acrobat).
- Must have excellent interpersonal skills and willingness and ability to meet and deal with tenants, contractors and consultants on a one-to-one basis and over the telephone.
- Must have ability to multi-task and be able to prioritize multiple projects under tight timelines.
- Strong written and verbal communication skills.
- Well developed time management and organization skills.
- Must be self motivated, ability to work both independently and within a team environment.
- Enthusiastic and a willingness to learn and grow.
- Willingness to accept additional responsibilities, beyond specific duties listed, to assist with overall property management team.
- Must be able to provide a Clear Criminal Record Check.

If you or anyone that you know of is interested in applying for this position, please forward your resume, no later than April 7<sup>th</sup>, 2017, to:

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