



**Title:** Operations Administrator

**Location:** One Dr. David Friesen Drive, Winnipeg

At Qualico Properties, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

### **Job Overview**

Reporting to the Director, Property Management, as the Operations Administrator you will administer day-to-day operations of the assigned properties. You also manage tenant relations, property management system and overall maintenance of properties.

Your day-to-day responsibilities will include:

- Overseeing the entire monthly process for properties.
- Reviewing rent applications to determine approval/denial. Informing RM & tenants of decision and preparing new lease agreements and supporting documentation for new tenants.
- Communicating calls, emails and letters from site staff and tenants, escalating to Property Manager and/or Director if needed. Assisting concerned tenants by phone or in person meetings and issuing letters and notices to tenants or eviction notices.
- Assisting with training site staff and/or attending on site if staff is absent or as requested.
- Submitting proposed lease renewals for approval. Preparing and distributing notice of rent increase to tenants.
- Providing monthly reports to upper management and ad hoc reports to all levels of management.
- Preparing and filing move out inspection reports, processing tenant charges or refunds, and move in reports into Yardi.
- Monitoring communications, treatment plans, and recommendations by contractors/sites.
- Assisting Director with Brokerage documentation and renewals of memberships.
- Supporting Property Manager and Director with duties as assigned.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

### **Essential Requirements**

- High School Diploma or equivalent.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office Programs (Outlook, Word, Excel, SharePoint, Teams, and PowerPoint) and property management system (Yardi) or similar.

### **Preferred Qualifications**

- Property management related experience is an asset.
- High School Diploma or equivalent.

### **What We Value**

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.

- Taking responsibility for the outcomes of decisions and actions.
- Staying current with technical job skills.

**Work Conditions**

You primarily work in an office setting during regular business hours. Overtime may occasionally be required.

**About Us**

Since 1951, Qualico has grown from a small residential developer to one of the largest privately held development companies in western Canada.

As part of Qualico, a fully-integrated real estate company with nearly seven decades of experience, we work alongside experts in community building, home and multifamily builders, and manufacturers of building materials. Together, we're able to integrate our properties into the communities we build and collaborate to increase the density around our sites.

Through it all, we prioritize the people who use our spaces, whether they're customers, or people collaborating in an office setting.

We consider their aspirations and strive to improve their overall experiences. Through the lenses of development (what we build), leasing (who we invite into our sites), and property management (how we support our tenants) we work alongside the rest of Qualico to build a better city: one that facilitates connections and brings people together. Find out how we're working towards building a better city. For more information, please click [here](#).

*Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.*

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

**Closing date:** August 20, 2025

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