



**Title:** Asset Manager

**Location:** 37 Quarry Park Blvd SE, Calgary, AB

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**

As the **Asset Manager** you are responsible for maximizing the sustainability of the Qualico investment and asset portfolio and providing strategic and operational support to all regions. You will support the planning, optimization, deployment and integration of divisional resources including: people, financial capital, processes and tools, brand, and relationships.

Your day-to-day responsibilities will include:

- Supporting the Vice-President, Investments and Asset Management with acquisitions and divestitures, including (but not limited to): reviewing market data, creating/reviewing internal proformas, and developing business cases.
- Keeping up to date on market trends and data, assisting in supporting and maintaining an accurate central database for the development pipeline, including size, type, stage, potential, etc.
- Approving new lease deals and renewals on existing income properties and managing cash for income properties, monthly or quarterly distributions, building reserves, and effective planning for funding for budgeted improvements.
- Generating asset management related reports for each property on a quarterly basis and quarterly and annual financial statements.
- Establishing and coordinating long-term and annual business plan and budget, including profit and loss management, capital asset management, system enhancements, and preparation for major future expenditures. Aligning managers and business units to long-term and business strategy.
- Achieving profit and loss goals defined in annual business plans, ensuring that the value of Qualico owned properties is continually enhanced and proactive retention programs are in place to generate strong renewal rates and retentions.
- Acting as an active member of Qualico Properties team, executing the strategies and plans to grow, protect and enhance the overall value of assets and present real estate opportunities as they arise in the marketplace.
- Providing advice and guidance on major projects, changes, upgrades, repairs, and maintenance of properties to ensure effective planning and allocation of resources.
- Promoting a collaborative work environment and a culture of excellence in people, operations and customer service.
- Assisting with progressive change throughout the local business units. Staying current on industry best practices and external operating environment.

As our ideal candidate, you are...

- A strong communicator; you clearly express your thoughts in conversation as well as write and present in a persuasive and influencing manner.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- A creative problem solver; you take evaluated risks to capitalize on opportunities and implement tough or unpopular decisions.
- A leader; you attract, retain, develop or improve the skills of others through effective coaching and guidance.
- A visionary; you see the 'big picture' and adjust work to reflect the complex network of forces at play.

## Essential Requirements

- Minimum 5 years of experience in the commercial real estate industry or in asset management, leasing, property management, or finance.
- Diploma or Degree in Business Administration, Finance, Accounting, Marketing, or equivalent.
- Successful record in general management and leadership in a comparable position and organization.
- Valid driver's licence and access to a reliable vehicle.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office Programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint), ERP and property management system (Yardi).

## Preferred Qualifications

- Experience in Argus would be an asset.

## 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.
- Staying current with technical job skills.
- Consistently meeting customer expectations.
- Taking responsibility for the outcomes of decisions and actions.

## Work Conditions

Primarily works in an office setting during regular business hours. Travel to sites and/or other branch offices may be required. Work outside of normal business hours may 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 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 better cities. For more information, 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 reasons to come to work every day.

**Closing Date:** September 18, 2025

[Apply Here](#)