



**Title:** Assistant Manager, Operations

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

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 **Assistant Manager, Operations**, you provide support to oversee the day-to-day operations and employee management for the business unit. You also provide expertise and services to the commercial property management division to enhance operational efficiency.

Your day-to-day responsibilities will include:

- Assisting the Manager of Operations and Facilities, supervising, developing and providing clear guidance to maintenance and janitorial staff as well as third party contractors.
- Ensuring adherence to safety protocols and reporting any safety violations or workplace hazards to management.
- Conducting regular inspections of properties and building systems. Assisting in coordinating and ensuring maintenance or construction projects are completed efficiently within budget and with minimal disruption to tenants.
- Addressing tenant inquiries and service requests in a professional and timely manner, according to best practices and all lease agreements.
- Acting as a contact for all emergencies as per company policy. Liaising with other departments to ensure continuity of service levels.
- Communicating with trade partners and suppliers to schedule maintenance. Inspecting work to ensure it meets company standards and all building and safety code requirements.
- Providing monthly operations reports highlighting work completed and outstanding issues.

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 think outside the box for solutions without fear of failure.
- A leader; you attract, retain, develop or improve the skills of others through effective coaching and guidance.

### **Essential Requirements**

- Minimum 5th class Power Engineering or equivalent experience.
- Minimum 5 years of relevant experience.
- Knowledge of provincial building codes, maintenance practices and basic construction practices.
- 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) and property management software (Yardi) or similar.
- Familiar with BMS and access controls

### **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.
- Taking responsibility for the outcomes of decisions and actions.

## **Work Conditions**

You primarily work in the field during regular business hours with travel to sites required on a frequent basis. 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:** February 20, 2026

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