



**YEARS OF BUILDING BETTER CITIES**

**Title:** Administrative Assistant, Finance & Asset Management

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

**Term:** 14 months

At Qualico, 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 Vice-President, Banking and Finance, as the Administrative Assistant, Finance & Asset Management you provide support to Head Office with handling a variety of administrative tasks. Your day-to-day responsibilities will include:

- Preparing and submitting Letter of Credit Requests to lenders, following up to ensure timely receipt, and maintaining monthly reporting.
- Preparing wire requests.
- Distributing Quarterly Financial Statements, along with Annual Financial Report (May).
- Preparing, submitting, and monitoring regular loan draw requests,
- Preparing and distributing correspondence, reports, spreadsheets, and other documents
- Distributing financial statements, tax slips, and reporting to investor owners.
- Communicating with and responding to investor owners.
- Responding to internal and external inquiries in a timely manner.
- Organizing and maintaining accurate records and filing systems.
- Providing administrative support to other departments if required.

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.
- Detailed 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**

- Minimum 2 years of experience in an administrative role preferably in a financial institution, law firm or accounting firm environment.
- Finance, Accounting and/or Banking knowledge and experience.
- Satisfactory verification of criminal record check.
- Diploma or certificate in Office Administration, Legal Assistant, or equivalent an asset
- Proficient in using office equipment and Microsoft Office programs including Excel, Outlook, Word, and some familiarity with PowerPoint.
- Familiarity with real estate and legal terminology.

### **Preferred Qualifications**

- Diploma or certificate in Office Administration, Legal Assistant, or equivalent an asset

## What We Value

- Acting professionally in communicating with internal and external contacts
- Communicating clearly and concisely to explain information in a well thought out, logical and effective manner.
- Demonstrating flexibility in communication style, format and content when required.
- Ability to work with a diversity of people (i.e., a wide range of ages, ethnic backgrounds/cultural sensitivities etc.).
- Effective team player, able to work together to solve problems and share equally in the exchange of ideas, concepts and process outcomes.
- Demonstrating initiative in contributing to process and procedural improvements.
- Demonstrating orientation and insight to focus on key operational concerns.
- Understanding and interpreting policy and procedures in situations where immediate response is expected, often without reference to documented material.

## Work Conditions

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

## About Us

Qualico is a fully integrated real estate development company with offices in Winnipeg, Calgary, Edmonton, Vancouver, Regina, Saskatoon, Austin and Dallas-Fort Worth, Texas.

Since its inception in 1951, the company's activities span the entire real estate spectrum and include residential land acquisition and development, single-family and multi-family home divisions, commercial and industrial development, property management, concrete ready mix, building supply and manufacturing divisions. To learn more, 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:** July 7, 2026

[Apply Here](#)