



Title: Senior Property Manager

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 **Senior Property Manager**, you will oversee all aspects of day-to-day operations of their assigned properties. You are accountable to all tenants, management and the public.

Your day-to-day responsibilities will include:

- Ensuring services are provided to clients, owners, and tenants in a timely and professional manner with high-quality standards to nurture positive relations while working with commercial management team.
- Conducting periodic inspections of the properties to ensure safe and well-maintained sites that comply with leases.
- Monitoring building maintenance and third-party contractors including review of pricing quotes.
- Assisting in financial reporting, completion of annual operating budgets and capital projects.
- Managing properties within the approved annual operating budget and clarifying any variances.
- Tendering contracts, negotiating rates/fees, and reviewing property tax allocations.
- Assisting internal leasing staff to lease vacancies as required.
- Analyzing all utility invoices for tenants.
- Mentoring Assistant Property Managers to foster internal growth.

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.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A creative thinker; you identify new ideas, techniques and opportunities to improve performance and productivity.
- A leader; you develop or improve the skills of others through effective coaching and guidance.

Essential Requirements

- High school diploma, or equivalent.
- RECA License (Property Management)
- Minimum 7 years of experience in Commercial Property Management.
- 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 system (Yardi) or similar.

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

You primarily work in an office setting 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 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 30, 2026

[Apply Here](#)

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