



Title: Junior Analyst

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 Vice-President, Investments and Asset Management as the **Junior Analyst, Properties** you provide day-to-day administrative, coordination, and document support to the Commercial Real Estate Asset Management division. You support the asset management team with calendar coordination, meeting preparation, document and file management, communications, data updates, reporting, research, and action-item tracking related to property operations, leasing, tenant relations, and asset management activities.

Your day-to-day responsibilities will include:

- Assisting with basic research and property-level summaries to support leasing, investment, reporting, and operational activities while handling confidential information with discretion.
- Preparing reports, presentations, memos, spreadsheets, meeting materials, correspondence, and internal summaries.
- Supporting the asset management team, including calendar coordination, meeting scheduling, document preparation, filing, and follow-up tracking.
- Maintaining organized digital and physical files for property records, leases, contracts, invoices, vendor information, tenant correspondence, insurance documents, and related asset management materials.
- Coordinating professional and timely communication with brokers, vendors, consultants, service providers, tenants, and internal stakeholders.
- Updating property, tenant, and performance information in internal systems, spreadsheets, and databases with a high degree of accuracy.
- Supporting meetings by assembling agendas, circulating materials, recording notes, tracking action items, and following up on outstanding items.

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

- Post-secondary education in business administration, real estate, accounting, or a related field.
- Administration, office coordination, customer service, real estate, property management, or related experience will be considered an asset.
Relevant co-op or internship experience will be considered.
- Experience in commercial real estate, property management, leasing, construction, accounting, or professional services.
- Experience with spreadsheets, digital filing systems, shared drives, and administrative databases.
- Strong organizational, time-management, communication, and attention-to-detail skills.
- Ability to work independently and collaboratively while exercising sound judgment and discretion with confidential information.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).

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. Occasional travel within western Canada 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 and to find out why we have the best reasons to come to work every day.

Closing Date: October 16, 2026

[Apply Here](#)