



Title: Commercial Leasing Administrator

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 Manager, Lease Documentation, as the **Commercial Leasing Administrator** you will provide support to the commercial leasing department, teams or individuals and handle a variety of administrative and clerical tasks related to commercial leasing.

Your day-to-day responsibilities will include:

- Drafting and amending Offers to Lease, condition extension letters, waiver letters, population of leases and other lease documentation
- Preparing leasing document packages, and distributing documents to appropriate departments.
- Updating and maintaining file management, processing documents and invoices, including broker commissions, and searching invoices etc.
- Maintaining building specific lists including exclusives and restrictive, pylon signage, addressing, legal descriptions and listing agreements.
- Maintaining trackers and/or reports. Performing data entry and managing record-keeping, ensuring accuracy of information.
- Working with Marketing team to ensure materials (i.e. site plans) are up-to-date and accurate.
- Collaborating with the Legal team to request appropriate searches, and performing credit checks.
- Providing on-site support to management and other administrative support to Leasing team as 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.
- 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:

- Legal Assistant or Paralegal Certificate/Diploma or equivalent experience.
- Minimum 2 years of experience in commercial real estate lease or in property management is required.
- Real Estate license or equivalent knowledge/experience.
- Attention to detail.
- Satisfactory verification of criminal record check.
- Comfortable using office equipment, Microsoft Office Programs (Outlook, Word, Excel, PowerPoint, SharePoint).
- Experience working with property management system (Yardi) and CRMs (Deal Manager, HubSpot or similar).

Problem Solving

- Imagination, creative interpretation, and/or 'new approach' thinking.
- Analytical and reasoning skills are required to perform simple procedures, calculations and/or interpretations.
- Understanding and interpreting policy and procedure in situation where immediate response is expected, often without reference to documented material.

What We Value

- Commitment to ensuring a high-level of accuracy.
- Creating trusting and successful working relationships.
- Taking responsibility for the outcome of decisions and actions.
- Cooperating with team members in a supportive and respectful manner.
- Staying current with technical job skills.
- Setting clear, measurable and achievable goals.

Work Conditions

You primarily work in an office setting during regular business hours. Travel to sites 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 reasons to come to work every day.

Closing date: October 23, 2026

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