

Administrator, Portfolio Operations | Calgary

At Aspen, our Vision is to remain a highly respected boutique real estate company and employer of choice. We will continue to earn exceptional returns by adding value through ownership, management and development opportunities.

Through our Purpose, Aspen Properties is passionate about creating value for our team and community. We pride ourselves on our Core Values; Respect, Leadership, Integrity, Service Excellence and Teamwork. Through the Core Values, our employees are committed to a culture of honesty, open communication and accountability with high standards of professional and ethical conduct.

We offer a dynamic opportunity with an excellent compensation and benefits program. Aspen is a fun and professional environment that promotes and rewards learning, development, and success. Aspen is an equal opportunity employer that values hiring and retaining a diverse workforce.

We are pleased to announce we have an immediate opening for a team and service-oriented individual to fill an Administrator, Portfolio Operations office-based role in Calgary.

This is a fantastic opportunity and if you, or someone you know, are a match for the qualifications below, please submit resumes to Human Resources at hr@aspenproperties.ca.

You'll find a full listing and description for this and other Aspen positions currently available at www.aspenproperties.ca.

Thank you for your interest in the Aspen team!

Position Summary |

The Administrator, Portfolio Operations is the primary supporting role for Aspen's portfolio operations, ESG (Environmental, Social and Governance) initiatives, major capital projects, project management and corporate administrative support.

Regular work hours are Monday to Friday, 8:00 am to 4:30 pm. The Operations Administrator will report directly to the Vice President, Property Management & Operations.

Key Responsibilities |

- Provide administrative support to the Property and Operations Management; including building operations, capital and project management
- Create project funding requests (Expenditure Approval Forms ("EAF's"))
- Create pre-qualification documents and bid proposal correspondence in relation to Aspen's Request For Proposal (RFP) requirements
- Understand and interpret contractual language and maintain current contract(s) documentation and requirements
- Assist with coordination and adoption of technology initiatives (ex. Tenant engagement platform)
- Ensure all vendors and contractors comply with established Health and Safety policies and immediately report any infractions, hazardous conditions or damaged equipment
- Prepare and distribute correspondence
- Prepare and distribute various operational reports



- Support budgeted project accountabilities including management of deadlines, tracking, execution and reconciliation
- Support and research key information for the annual budgeting process
- Coordinate and source suppliers and issue approved purchase orders
- Interface and collaborate with other departments such as Leasing, Accounting, and Corporate Services.
- Coordinate the updating and distribution of all emergency procedures including; handbooks, evacuation and emergency response plans and annual tenant training
- Update and maintain external business partner list including suppliers, contractors, sub-contractors and service providers
- Manage and maintain all filing and distribution including bid proposals, contracts, amendments, and supporting documents in both electronic and paper formats
- Conduct Health and Safety inspections and participate on Aspen's OH&S committee
- Ensure all vendors and contractors comply with established Health and Safety policies and immediately report any infractions, hazardous conditions or damaged equipment
- Prepare contract documents in collaboration with other internal departments
- Order and source uniforms for internal Aspen staff as required
- Assist with the arrangement and coordination of special projects as required
- Other duties as assigned

Qualifications |

- 4+ years of solid administrative experience
- Completion of a post-secondary program is a requirement
- Commercial office real estate work experience strongly preferred
- Strong proficiency in Microsoft Word and Excel
- Demonstrated organizational skills, ability to meet deadlines, and strong attention to detail in high volume environments
- Strong team player with superior customer service skills
- Ability to work in a fast-paced and team-oriented environment
- Ability to communicate effectively and professionally, verbally and in writing
- Reliability and punctuality are key to success in this role
- A high level of self-awareness and ability to exercise sound business judgment
- Honesty and integrity combined with a high level of initiative and dedication
- Successful City of Calgary Police Information/Criminal Record Check and Educational Check

While we appreciate all interest, only those candidates selected for an interview will be contacted.

