

Community Manager | 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, Innovation, 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. We are 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 a **Community Manager** role based in downtown 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 [CAREERS | Aspen Properties](#).

Thank you for your interest in the Aspen team.

Position Summary |

Reporting to the Director, Marketing & Flex Space, this position collaborates with and provides support to the Flex, Leasing, and Property Management teams of Aspen Properties. You will be the daily point of contact for our Flex locations and will be an integral part of delivering our tenant experience.

Our Aspen Flex locations offer start-up companies and small businesses serviced flexible office options; from one person offices to multiple offices, or suites for larger teams, all on month-to-month terms. We have Flex spaces located in our 333, 444, Edison, and Millennium buildings in Calgary, as well as our Bell Tower building in Edmonton.

Key Responsibilities |

- Driving occupancy, growth, and promotion of Aspen Flex locations
- Act as an Aspen Flex ambassador
- Manage inquiry calls and emails, and show premises to prospective tenants and real estate brokers, including exercising discretion in guiding prospective tenants
- Work with Lease Administration to lease and document agreements with prospective tenants
- Work with the managing team to achieve excellence in the delivery of services to tenants
- Prepare and coordinate spaces to suit tenants and prospective tenants needs
- Maintain Flex common areas including lounge, kitchen, and Flex meeting rooms as well ordering kitchen and office supplies as necessary.
- Tenant Management |



- ✓ Develop initiatives designed to create connections between tenants, including tenant introductions, overseeing events, electronic and print communications, and building walkthroughs
 - ✓ Solve space-related issues to ensure a cohesive community and manage tenant expectations
 - ✓ Proactively gather data on tenants' business objectives and identify both Flex and tenant services that could help members achieve their objectives
 - ✓ Design and implement rules, guidelines, and best practices for all locations to optimize tenant experience
- Assist with in-house data management and tracking
 - Assist with budget preparation and management
 - Update and coordinate monthly email of leasing materials
 - Prepare and proofread correspondence including memos, letters, and reports
 - Liaise and partner with internal departments as required
 - Coordinate and assist tenants with Flex meeting room bookings; ensure meeting room setup requirements are met, including AV requirements, agenda preparation, and any ancillary meeting materials
 - Electronically communicate company materials on behalf of team
 - Maintain on-site electronic filing systems
 - Stay current on co-working trends
 - Other duties as required
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Qualifications |

- University degree or college diploma required
 - Customer Service and sales experience required
 - Strong proficiency in Microsoft Office products including Outlook, Word, Excel and PowerPoint
 - Superior listening, customer service and teamwork skills
 - Excellent interpersonal skills with a high level of professionalism and a demonstrated ability to speak and adapt to various audiences
 - Exceptional organizational and multitasking skills
 - Excellent verbal and written communication and strong presentation skills
 - An organized self-starter with excellent time management skills and an ability to manage competing priorities
 - Honesty and integrity combined with a high level of initiative and dedication
 - Excellent planning, organization, and problem-solving skills
 - Successful police criminal record check and education check
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While we appreciate all interest, only those candidates selected for an interview will be contacted.

