

Edmonton Property Management – Summer Student

At GWL Realty Advisors, we recognize that our success as a business depends on the success of our people. This is why we are focused on integrating a values-based culture throughout our company, where people feel supported and empowered to succeed.

Since 1993 we have steadily increased our workforce through internal promotions and hiring new staff.

As an employer of choice in the commercial real estate market, we recruit and retain the most talented people and then develop their skills to make sure they are well positioned to achieve their long-term career objectives and to grow within the company.

We are looking for the best and brightest to join our team. Is that you?

Have you ever thought about exploring a career in property management?

If yes than this could be your chance to work with one of the top real estate commercial companies and learn from the experts.

Our Edmonton property management team is looking for a summer student to learn all about the exciting world of commercial & industrial real estate!

You will work with a small and nimble team, so we are looking for someone who has a can do attitude and willing to help with any big or small tasks. This is a highly collaborative role and you will have regular interactions with tenants and guest so having strong customer service skills is a must have. Having any sort of knowledge in real estate will be an asset but more than anything what we are looking for is a keen interest and passion for the field.

Some of your duties will include:

- Setting up tenants and maintaining Argus software
- Keeping filing system up to date and organized
- Managing Roof plans & warranties documentation
- RPR's & site plans
- Updating and distributing tenant manuals
- Managing BOMA Best Binders
- Utility Meter Audit - Industrial
- Preparing Move-In/Move-out (Packages)
- Managing and keeping track of Parking Audit and Map generation (office & industrial)
- Local data drive clean up and standardization format

Qualifications:

- Currently enrolled in a post-secondary program (or graduating this year)
- Strong interpersonal and communication skills
- Excellent time management and organization abilities
- Highly collaborative and a team player
- Flexible and eager to learn
- Previous office administrative experience (highly desired)
- Prior customer service experience

Why work for us?

- We offer competitive compensation and a fantastic benefits program to meet your individual and family needs.
- We invest in employee development through superior professional development and training and access to financial support through an annual tuition reimbursement plan.
- We are proud to promote a culture of work-life balance and employee wellness offering support for employees in the areas of personal fitness, mental health, employee and family assistance.
- We are actively involved in the communities where we live and work.

If you are interested in this opportunity please apply via:

<https://theapplicantmanager.com/jobs?pos=G2324>