Property management operations coordinator

AV8 Solutions

Job ID
49776

VIEW THIS JOB ONLINE: https://mail.newcomersjobs.com/jobs/49776

LOCATION	DATE POSTED	EXPIRY DATE
300 Centre-on-the-Park, 5505 50 Ave, Wetaskiwin, AB, AB | Alberta	16-04-2026	11-04-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 30.30 hr	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Property management operations coordinator

AV8 Solutions

Job details

Location

300 Centre-on-the-Park, 5505 50 Ave

Wetaskiwin, AB

T9A 0T4

Work location on site

Salary

30.30 hourly / 35.00 hours per week

Terms of employment

Permanent employment

Full time

Starts as soon as possible

2 vacancies

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Prepare and administer contracts for property services, such as maintenance

Co-ordinate implementation of repairs, maintenance and renovation

Compile and maintain records on operating expenses and income

Prepare expense and income reports

Ensure response to trouble calls from clients or tenants

Carry out administrative and clerical activities (record keeping, scheduling etc.)

Maintain records and statistics

Assist in preparing financial reports

Prepare and key in correspondence and legal documents

Prepare agendas and make arrangements for committee, board and other meetings

Experience and specialization

Computer and technology knowledge

MS Excel

MS Office

Area of specialization

Condominiums

Additional information

Work conditions and physical capabilities

Work under pressure

Tight deadlines

Attention to detail

Personal suitability

Client focus

Efficient interpersonal skills

Organized

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for persons with disabilities

Support for newcomers and refugees

Support for youths

Offers on-the-job training tailored to youth

Offers mentorship, coaching and/or networking opportunities for youth

Provides awareness training to employees to create a welcoming work environment for youth

Support for Veterans

Support for Indigenous people

Support for mature workers

Supports for visible minorities

Who can apply for this job?

You can apply if you are:

a Canadian citizen

a permanent resident of Canada

a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

Additional ways to apply

By mail

300 Centre-on-the-Park, 5505 50 Ave

Wetaskiwin, AB

T9A 0T4

In person

300 Centre-on-the-Park, 5505 50 Ave

Wetaskiwin, AB

T9A 0T4

Between 09:00 AM and 05:00 PM

What you must include in your application:

Cover letter

Advertised until

To be determined

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