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**Job Title:** Community Coordinator  
**Location:** Calgary  
**Report to:** Area Coordinator



**Job Responsibilities:**

- Supervise and Direct Site Staff (Landscape, Maintenance, Cleaning, Security and Customer Service associates)
- Liaise with H.R. to fill job vacancies
- Conduct final interviews for new site Associates
- Complete orientations for new hires on site, orient all staff with occupational health and safety polices, complete WSIB forms as necessary.
- Conduct required performance reviews, conduct regular meetings with staff as required.
- Reward, encourage, and motivate staff. Manage disciplinary action as required.
- Schedule work shifts; approve overtime. Review and verify staff hours worked for payroll.
- Ensure Quality of building interiors and exteriors. Conduct Site visits and inspect suites between tenants.
- Prepare for quarterly "Vice President of Quality Control Inspections".
- Control Inventory for building operations. Oversee ordering of parts and supplies by site. Ensure site has all supplies to run appropriately. Oversee administration of inventory.
- Coordinate advertising as required
- Analyze current market conditions and make recommendations accordingly (rental rate, pay scale, etc.)
- Ensure appropriate, ongoing building administration. Maintain weekly spreadsheets. Regulate specific and overall site costs. Review building operation checklists and update building statistics on an ongoing basis.
- Develop professional relations with Tenants. Respond in a timely fashion to tenant concerns, questions, etc.
- Coordinate default administration.
- Update Area Coordinator, Regional Director and V.P. of Operations on an on-going basis. Communicate in a timely fashion through telephone and email.
- Conduct Financial Analysis. Monitor spending and revenues. Prepare budgets. Analyze financial statements for buildings. Conduct appropriate market research.

**Experience and Educational Requirements:**

- Previous Management Experience an asset.
- Property Management Experience an asset.
- Post secondary education preferred.

**Technical Requirements:**

- Advanced computer skills; Excel, Word and other Office 2000 functions.
- Ability to learn internal systems.

**Non-Technical Requirements:**

- Excellent leadership and motivational skills
- Strong commitment to providing excellent customer service to fellow associates
- Ability to handle sensitive information and maintain utmost confidentiality at all times
- Proven analytical skills
- Excellent listening and telephone skills
- Effective organizational and planning skills
- Ability to work independently and with other associates in a team environment
- Ability to multi-task and prioritize (excellent time-management skills)
- Demonstrate a positive attitude, enthusiasm and assertiveness
- Willingness to complete rotating on-call shift as scheduled

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