

# Welcome to Canderel

**Job Title:**

Tenant Services Coordinator

**Location:**

Alberta

**Reporting to:**

Senior Property Manager

**Who we are:**

Canderel is a leading real estate company committed to creating vibrant communities across the nation. With a strong emphasis on sustainability, innovation, and inclusivity, we take pride in delivering exceptional properties and client services in all that enhance the lives of residents and tenants.

**Summary:**

Canderel is seeking a Tenant Coordinator based out of Calgary. The Tenant Coordinator is a key member of the Property Management team, and is responsible to provide reliable, timely, and efficient support and customer service. To best support our clients and tenants, this is a full time office position.

**Responsibilities:**

- Planning and overseeing Tenant events;
- Planning and overseeing Tenant appreciation;
- Property marketing as directed by the Property Manager;
- Maintains Tenant event calendar;
- Participate in Tenant / Nation collaboration;
- Coordinate / order Tenant gifts
- Answer and direct phone calls;
- Greet visitors, coordinate usage and prepare office conference rooms;
- Deliver excellent service to customers through integrity, respect and being results-oriented;
- Prepare letters and general correspondence;
- Cooperate with administration team to ensure Tenant chargebacks are billed correctly;
- Take meeting minutes;
- Supporting Operations Team with administration
- Maintain Tenant contact list and possibly service providers;
- Ensures that insurance certificates are obtained from tenants;
- Actively participate in team meetings and contribute ideas for improvement;
- Participate in Company wide initiatives;
- Perform other related responsibilities as requested from time to time.

**Qualifications & Competencies**

- 2 years customer service or professional office experience, property management industry will be an advantage
- Excellent knowledge of Microsoft Office;
- Working knowledge of YARDI accounting systems would be an advantage;
- Customer oriented/customer focused;
- Excellent written and verbal communication skills;
- Supports teamwork environment with positive and professional attitude;
- Flexibility to changing work conditions including interruptions and multi-tasking ability;
- Ability to work independently and under pressure, deal with deadlines.

Canderel is an equal opportunity employer. We value diversity and inclusion, believing it fosters innovation and strengthens our company. We are committed to creating a safe, respectful environment. As part of our unwavering commitment to diversity and inclusion, Canderel is actively seeking applications from all background including individuals within the BIPOC (Black, Indigenous, and People of Color) and LGBTQ+ communities.