

Choose the North!

Why work at Northwestel? A career with Northwestel is an opportunity to join a customer-focused team that relies on the newest technology, innovative processes and ongoing training to maintain our position as the preferred supplier of telecommunications solutions to Northerners. We offer an attractive compensation package including a competitive salary, pension, comprehensive group benefit plan, vacation travel allowance and a generous bonus plan.

Property Management Assistant

Posting Date: February 8, 2012

Closing Date: February 22, 2012

Applications are now being accepted for a full-time, permanent position of **Property Management Assistant** located in Whitehorse, YT.

Duties:

1. Assist in the coordination of maintenance activities, lease renewals, tenant assignment, acquisition, sale, etc of company owned/leased property;
2. Maintain and track various property information in appropriate databases, including but not limited to lease documents, tax requirements, access agreements, right of ways, easements, changes to property information, and maintenance information;
3. Provide support to internal and external customers with respect to residential premises and office space, responding to all inquiries, feedback and concerns, while providing quality customer service;
4. Ensure any coordination or ordering of various items related to company property such as furniture and office equipment, as approved by management, in a timely manner;
5. Provide administrative support to the Manager, Real Estate and Environment Coordinator as required relating to company owned/leased properties and buildings;
6. Work with various stakeholders to assist in the negotiation, review and modification of various forms, including licences, leases, right of ways, easements and management plans for access agreements;
7. Communicate and collaborate with various departments to ensure proper administration and coordination of property information.
8. Complete general office duties as required including faxing, mail, filing, and other required administrative duties.

Qualifications:

- 2-3 years legal or commercial property management experience.
- Legal Assistant or Paralegal Diploma would be an asset
- High level of proficiency with Microsoft Office including Word, Excel and working knowledge of Access.
- The successful candidate will be required to pass an exam demonstrating the required competencies.
- Excellent file management skills.
- Ability to balance demands of competing priorities.
- Strong verbal and written communication and negotiating skills.
- Ability to work independently and with minimal supervision.

Compensation:

The hourly wage for this position is scaled at \$19.2818 – 29.0802.

To apply, please submit a cover letter and a resume **quoting reference #11-516ALink** no later than 5:00 pm PDT, Wednesday, February 22, 2012, via fax number to (867) 668-3236 or email to careers@nwtel.ca.

Northwestel values diversity in the workplace and is committed to the goals of Employment Equity. We strive to achieve a skilled workforce that is representative of the population we serve. To receive priority consideration, candidates are encouraged to indicate voluntarily on their application if they are a woman, an Aboriginal person, member of a visible minority group or a person with disability.