



Property Coordinator

Greater Victoria Harbour Authority Victoria, BC

Chemistry Consulting Group is currently recruiting a full-time **Property Coordinator** on behalf of our client **Greater Victoria Harbour Authority (GVHA) located in beautiful Victoria, BC.**

Greater Victoria Harbour Authority, a non-profit organization, manages key properties in Victoria Harbour. Join an outstanding team of dedicated people supporting Victoria's working harbour. A competitive compensation and excellent learning and growth opportunities are offered.

This exciting, hands-on position will oversee and manage commercial agreements with customers and other stakeholders at all GVHA facilities which support Victoria's working harbour.

To ensure success, this person will have enhanced knowledge of commercial leasing and exceptional client relations and customer service skills.

Required Qualifications:

- At least 3 years' experience in managing commercial property
- A minimum of 3 years' experience administering commercial contracts and/or legal agreements
- Proficiency in MS Office (Outlook, Word, Excel)

Preferred Education and Experience:

- Post-Secondary education in related field
- Budgetary and supervisory experience
- Business Development experience an asset
- Paralegal experience in commercial leasing an asset
- Working knowledge of urban planning an asset

A must have for this position is the ability to easily exchange information, be client focused and deliver innovative solutions to customers in a timely and professional manner.

*To apply in confidence, please send a covering letter and resume, along with salary expectations to: careers@chemistryconsulting.ca by **Friday, January 27, 2017***

We thank all applicants who apply, however only those selected for further consideration may be contacted. More information about GVHA as well as a job description is available at: www.gvha.ca/about-gvha/careers