



**MEDCITY**  
THE MEDICAL MALL



# Want to be part of our team?

## We're on the look-out for...

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### Property Coordinator

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- Implement business plan & analyze properties performance relative to business plan targets/approved budgets
- Identify trends/issues & develop opportunities for improvement
- Monitor & analyze the financial performance of the properties
- Develop annual operating budgets & business plans
- Oversee tenant improvements & renovation projects
- Develop periodic asset management reports
- Ensure assets are being operated in a manner consistent with company's policy
- Inspect & arrange maintenance to meet standards

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