



The Highfield Investment Group is a diverse private holding company, with operational interests in real estate, commercial and residential properties, hospitality, oilfield services and thoroughbred industries. The company's holdings are managed by a small team of executives with an entrepreneurial spirit, strong work ethics and unwavering passion for business and the opportunities it presents.

We are currently looking for an eager and self-starting **Property Coordinator** to join our entrepreneurial team. In return, we offer a competitive base salary and benefit package along with the opportunity to broaden your exposure to multiple industries and businesses.

Reporting to the Property Manager, this position will support tenant relations by acting as a primary point of contact for inquiries, service requests, and building communications, while fostering strong relationships through proactive, high-quality service. The role includes coordinating tenant movements, onboarding, fire drills and other engagement, as well as maintaining accurate tenant records and supporting emergency response communications. You will manage and track work orders, conduct routine site inspections, coordinate vendor access and preventative maintenance, as well as maintain compliance documentation, and assist with building manuals and procurement processes. The position provides administrative support by maintaining organized lease files, assisting with critical data tracking, preparing tenant correspondence, and supporting the enforcement of lease obligations. With a strong attention to detail, you will also review vendor invoices, assist with budget preparation, support CAM reconciliations, prepare vacancy reports and maintain utility tracking and operational reports.

The successful candidate should possess the following qualifications:

- Minimum 3 years of experience in commercial, industrial, or retail property management or tenant coordination
- Strong written and verbal communication skills
- Working knowledge of lease documentation, maintenance programs, and basic accounting principles
- Proficiency in Microsoft Office; experience with Yardi and Visitt is an asset
- Knowledge of building systems and maintenance processes
- Highly organized with strong attention to detail and ability to manage multiple priorities
- Professional, reliable, and able to work both independently and collaboratively
- Valid Class 5 Driver's Licence with access to a reliable vehicle
- BOMI courses or RECA license considered an asset

You'll work closely with an experienced Property Manager and leadership team, allowing you to build new skills, grow your expertise, and take on increasing responsibility as you develop within the organization.

If you feel you are the positive team player we are looking for, please forward your resume and cover letter to HR@highfieldig.ca.