

LOOKING FOR A NEW LEASE ON YOUR CAREER?

IF YOU HAVE EXPERIENCE AS AN OFFICE ADMINISTRATOR OR COORDINATOR, POSSESS STRONG ANALYTICAL SKILLS FOR DATA MANAGEMENT AND LOVE WORKING WITH PEOPLE WE'D LIKE TO HEAR FROM YOU.

INNOVATION PLACE is looking for someone with the education, skills, and experience to excel in an administrator role to support our leasing department and tenant programs.

You will support our processes by providing administrative support to the department managers — making phone calls, scheduling meetings, managing contacts, tracking expenses, and supporting financial reporting. You will also spend your time conducting research, data analysis, and information management tasks related to understanding the local real estate market and measuring the activities within our parks. Lastly, but just as important, you will provide coordination and logistical support for our tenant programs and functions.

We have an unwavering commitment to our tenants' success and your professionalism, enthusiasm and positive attitude will be an asset.

WHAT WE WANT FROM YOU

- strong research and analytical skills
- exceptional accuracy and attention to detail
- confidence in managing multiple and competing priorities; exceptional organizational skills
- an aptitude for working with numbers
- excellent writing and proofreading skills
- advanced abilities with Microsoft Word and Excel
- a high level of comfort dealing with external customers and internal team members
- a diploma in business administration / commerce and three years' experience in a legal or leasing administrator type of role

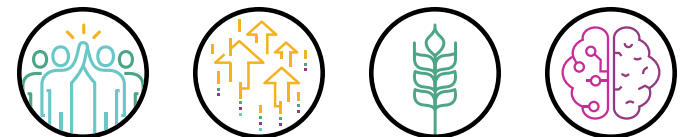
WHAT YOU CAN EXPECT FROM US

- highly engaged employees working in one of the world's best technology parks
 - an outstanding benefits package
 - a beautiful work environment
- ... and the opportunity for renewed enthusiasm in your career.

TO APPLY, please submit your resume to recruitment@innovationplace.com by July 6, 2021.

INNOVATION PLACE

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HELPING GROW SASKATCHEWAN'S TECH SECTOR