



Administrative Coordinator

Tonko is in search of an Administrative Coordinator to support corporate functions of the organization. This position entails reporting to and providing administrative support to Tonko's Risk Manager (RM). The position is located in Tonko's Calgary office.

Responsibilities

Insurance Coordination

- Coordinate with the operations team for the receipt and distribution of documentation including tenant's insurance certificates, inspection reports and incident reports.
- Coordinate the receipt and distribution of insurance certificates to clients, lenders, and tenants
- Coordinate the gathering of insurance information for the new and renewal policies, endorsements and claims under the insurance programs.
- Maintain systems to allocate insurance costs to appropriate areas within the organization.
- Participate in the management of Tonko claim files
- Create new initiatives and processes for the administration of risk functions within the company

Occupational Health and Safety/Risckcheck Programs

- Coordinate meetings and distribution of minutes to assist in the implementation of OH&S policies between the different regions that Tonko operates in.
- Coordinate with the operations team response to inspection recommendations generated by safety or insurance inspectors
- Participate in the production of policy and procedure documents for OH&S

Administrative Support

- Draft and assemble monthly reports for Risk, Insurance and OH&S
- Typing of correspondence, safety manuals and emergency plans
- Preparation/compilation of a variety of reports and Power Point presentations
- General administrative responsibilities including expense reports, medical claims, travel, appointment scheduling, and other tasks assigned from time to time.
- Backup for front reception coverage
- Filing for the operations team

Qualifications:

- One to three years of related experience in related position.
- The successful candidate will be detail-oriented and able to use discretion.
- The ideal candidate will have strong skill sets in the use of Excel, Word and PowerPoint.
- The candidate will possess excellent communication skills, both written and verbal, and strong interpersonal skills.
- Will be able to work independently and take initiative to complete tasks with limited supervision.

Tonko is a fully integrated real estate advisory and investment organization providing asset and property management services in Western Canada since 1985. Tonko currently manages 11 million square feet of retail, industrial, and office properties with a market value of over \$2 billion. Currently Tonko has over \$400 million of construction projects underway.

Salary is negotiable based on education and experience. The successful candidate will start effective immediately. Please submit your resume and salary expectations to HR@tonko.com or via fax to 228-4899 to the attention of Human Resources.

Although we value all applications, only those selected for an interview will be contacted.