

Asset Manager

Position Type: Maternity Leave Contract (16 months)

Location: Calgary, AB

About Wexford Developments

As a leading urban-focused multifamily rental developer, we create vibrant, sustainable communities through mid to large-scale residential projects ranging from 100 to 600 units. Our work goes beyond buildings—we're passionate about enhancing urban life and delivering projects that residents are proud to call home.

Our culture is fast-paced, collaborative, and rooted in excellence. From land acquisition and entitlement to design, construction, and lease-up, our team is driven by innovation and the desire to make a lasting impact on the communities we serve. If you're looking to grow your career in real estate development with a dynamic and forward-thinking team, Wexford is the place to do it.

The Opportunity

We're looking for a motivated and detail-oriented **Asset Manager** to join our team for a 16-month maternity leave contract. This role requires someone who is a self starter, they will be responsible for maximizing the value of Wexford's real estate assets through strategic planning, financial analysis, and operational oversight. The successful candidate will lead the property management team and oversee the work and performance of third-party management companies and will work alongside the Investment, Development and Accounting teams to help add value and drive improved returns for the assets under management. This is an in-person role based in our Calgary office, but we understand life happens—so we offer flexibility when you need it. There will also be occasional travel within Canada and the US.

What You'll Do

Lease-Up & Occupancy Strategy

- **Lead the Lease-Up:** Manage the full lease-up process for three projects in three markets (~500 units) completing in Q1–Q2 2025, including pacing absorption, tracking leads, managing incentives/rates, and reporting to partners and investors.
- **Commercial Leasing:** Oversee leasing for retail units and office spaces, including negotiating agreements and coordinating tenant improvements (TI).
- **Retention:** Monitor renewal/expiry pipelines and dictate lease rate guidance based on market conditions.

Financial Performance & Reporting

- **NOI Maximization:** Work with CFO & Controller to complete budgeting, reforecasting, and operational cost tracking processes to maximize Net Operating Income across all managed assets.
- **Investor Reporting:** Produce weekly, monthly or quarterly updates, depending on asset, on lease-ups (rates, absorption) and monthly/quarterly reports on asset performance and market trends for investors and partners.
- **CapEx Management:** Complete analysis (ROI/NOI impacts) and oversee the design and execution of capital expenditure projects as applicable.

Operations & Market Intelligence

- **Asset Operations:** Ensure accurate insurance coverage and maximize value on property taxes for all Canadian and US assets.
- **Market Analysis:** Maintain deep knowledge of market/submarket conditions across Calgary, Victoria, Kelowna, Vancouver, Edmonton, Flagstaff, and Phoenix to guide strategy.
- **Investment & Development Support:** Advise internal teams on operational cost inputs and design functionality for new developments.

What We're Looking For

- **Education & Experience:** University degree in Business or Real Estate preferred, with proven experience in Commercial Real Estate (specifically Multifamily Asset or Property Management).
- **Financial & Leasing Acumen:** Strong understanding of operating cash flows, budgeting, and the full leasing lifecycle (renewals, retention strategies, and TI coordination).
- **Technical Proficiency:** Advanced MS Office skills are required. Experience with Yardi (or similar software like RealPage/SAP) is considered a strong asset.
- **Self-Management:** Highly self-reliant with the ability to manage multiple competing deadlines and projects without micromanagement.
- **Communication:** Excellent writing and reporting skills for investor updates, paired with a proactive verbal communication style (comfortable picking up the phone to negotiate and drive results).

- **Attention to Detail:** High standard of accuracy required for financial reporting and contract review.
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Why Join Us?

At Wexford, you won't just be another cog in the wheel—you'll have the opportunity to take ownership of meaningful work, collaborate with experienced professionals, and see the direct impact of your contributions.

We offer:

- In-person team environment with flexibility to support work-life balance.
- Competitive salary with opportunities for growth.
- Comprehensive benefits package to support your well-being.
- Performance bonuses to recognize and reward your contributions.

Even if you don't meet every requirement, we encourage you to apply if you're excited about this role and passionate about development.

To apply, please submit your resume and cover letter to careers@wexforddevelopments.com, no later than January 30th, 2026. We appreciate the interest of all applicants, candidates for consideration will be contacted.