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The **Ontario Realty Corporation (ORC)** strategically manages, on behalf of the Ontario government, one of the largest real estate portfolios in Canada. Smart, strategic thinkers are the cornerstone of our success in delivering value, service and innovative solutions province-wide. Take ownership of your career with us.

Asset Management Co-ordinator

With 2 years of capital planning or reserve fund planning experience for government or private companies, you are ready to join our team in **Toronto**. Reporting to the Manager, Portfolio and Capital Planning, you will co-ordinate and validate portfolio and capital planning data from various sources, as well as assess related performance metrics. This role also involves developing capital planning and forecasting reports, including standard system-generated and ad hoc reports. Your degree or diploma in Building Sciences, Business, Economics or a related field is accompanied by knowledge of building systems and components, financial concepts, building component costing and life cycle analysis, including actual age versus the effective age of a component and the determination of replacement values for buildings. Oral and written communication skills and proficiency in MS Office, particularly Excel, are essential.

To apply, please e-mail your resume (MS Word, only), indicating **File SAM-10-1** in the subject line, to resumes@ontariorealty.ca. We thank all applicants for their interest, however, only applicants selected for an interview will be contacted.

www.ontariorealty.ca