

ADMIN ASSISTANT – FACILITIES MANAGEMENT



For 25 years, Edon Management has delivered quality facilities and asset management services throughout Alberta. If you are customer service oriented, enjoy working in a team environment, and are looking for an administrative support role to further your career goals, then you may be the perfect candidate for this role!

For more information on Edon Management, please visit www.edonmgmt.com.

Here's what's waiting for you...

As a Facilities Management Assistant (FMA) based in Lethbridge, you will provide administrative, accounting, operational and contract support for the Southern Alberta Contract.

- Contract position
- Competitive Salary
- Free onsite parking

Here's how you'll make a difference...

Major Responsibilities

- Provide administrative support for the contract including preparing meeting agendas and minutes, filing, preparing general correspondence, and directing calls
- Provide support in the resolution of client service and contract issues to ensure a high level of client service
- Accurately process payables (expense reports, invoice coding, purchase orders)
- Prepare and send billing packages to clients
- Provide operations support by scheduling contractors, processing work orders and keeping records
- Prepare and update contract-related documentation (operations checklists, emergency checklists, reports)
- Assess and assist with the implementation of new processes and procedures

Experience & Qualifications

- Facilities Management experience an asset
- Post-secondary education an asset
- Knowledge of computerized maintenance management systems (CMMS) and computerized accounting systems
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook
- Basic knowledge of small facilities building systems (electrical, plumbing, HVAC, caretaking, etc.)
- Excellent written and verbal communication skills
- Excellent time management and organization skills

A detailed job description can be requested by emailing southcareers@edonmgmt.com.

Apply Today!

Email your resume to southcareers@edonmgmt.com stating Job No. 5L09182017 in the subject line

Fax your resume to 403-328-4913 with a cover page stating Job No. 5L09182017

Drop off your resume to reception at: Edon Office, 200 5th Ave. S Lethbridge, AB T1J 4L1

All resumes will be considered, but only those candidates selected for an interview will be contacted. Thank you for your interest in employment with Edon Management.