

Property Manager – Asset Management



For 25 years Edon Management has delivered quality facilities and asset management services throughout Alberta. If you are looking for professional development opportunities, enjoy working in a team environment, and are interested in furthering your career in property management, then you may be the perfect candidate for this role!

To find out more about Edon Management, visit www.edonmgmt.com.

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

As a Property Manager for our Property Asset Management division based in Calgary, you will oversee the operations, maintenance and leasing requirements for a portfolio of office, retail and warehouse properties. The successful candidate will provide strong leadership while overseeing a team to ensure tenant requests and contract requirements are met.

Competitive Compensation Package includes:

Full-time, weekday work
Competitive salary

Family Dental and Health Benefits
Employee RRSP Program

Ongoing educational assistance
Mileage reimbursement

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

Major Responsibilities

- Manage the properties within the building portfolio including overseeing all aspects of facility operations, liaising with tenants/clients, ensuring contractor standards are met, and identifying any improvements that may be required
- Provide bottom line accountability for contracts' operational results including Key Performance Indicator components
- Implement contract budgets and control expenditures in accordance with budget figures
- Manage and supervise a team of Edon employees
- Develop and maintain positive relationships with clients, tenants, contractors, and suppliers

Experience & Qualifications

- Minimum five years of experience in property management
- Previous experience managing maintenance, mechanical projects and subcontracted services
- Holds or pursuing an accredited Commercial Real Estate designation (RPA, CPM, FMA)
- Holds or willing to pursue a valid real estate license (of any classification) through RECA
- Proficient knowledge in Microsoft Office, computerized accounting systems, and CMMS/BMCS
- Extensive knowledge of budgeting, administrative and accounting processes
- Demonstrated organizational, time management and leadership skills
- Excellent customer care and client management skills
- Valid Driver's License and clean Driver's Abstract

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

Apply Today!

If you like a challenge and want to be part of a **dynamic team** in a growing company...

Email your resume to
southcareers@edonmgmt.com stating
Job No. 3C09202017 in the subject line

Fax your resume to 403-259-8851
with a cover page stating
Job No. 3C09202017

Drop off your resume to reception at:
100 - 1209 59th Ave. SE
Calgary, AB T2H 2P6

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.