

BUSINESS & COMMUNICATIONS COORDINATOR



For 25 years, Edon Management has delivered quality facilities and asset management services throughout Alberta. If you are looking for career development opportunities in a workplace that values your opinion, and are interested in gaining knowledge in corporate operations, 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 Business & Communications Coordinator based in Calgary, you will provide support to the corporate department, including Business Development, Safety, Communications, and Quality Management. A significant element of the position includes supporting the Business Development team in acquiring new business through the preparation of request for proposals. As a result, the successful candidate will possess a propensity for writing, communications and proposal preparation.

Compensation & Benefit Package includes:

Full-time, weekday hours
Competitive salary

Family Dental & Health Benefits
Employee RRSP Program

Ongoing educational assistance
Free Parking

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

Major Responsibilities

- Assist with the preparation of request for proposals, bid submissions and business development
- Contribute to the development, implementation and transition of new business/contracts
- Support and work with the Safety Manager to ensure Edon's Safety Program maintains its Certificate of Recognition (COR)
- Produce corporate reports and assist with corporate initiatives and projects, including deploying Edon's Customer Satisfaction Surveys (CSATs) and promoting Edon's "Emagination" Innovation Program
- Design corporate documents, such as newsletters
- Assist with website coordination and updates
- Provide administrative support to the Corporate department while maintaining professionalism and confidentiality

Experience & Qualifications

- Holds an accredited University degree
- Exceptional writing skills
- Detail oriented with an ability to proofread complex documents and enter information with a high degree of accuracy
- Technical writing or related courses an asset
- Previous communications and/or business development experience an asset
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Ability to connect responsibilities with the bigger picture

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

Apply Today!

Email your resume to southcareers@edonmgmt.com stating Job No. 5C09262017 in the subject line.

Fax your resume to 403-259-8851 with a cover page stating Job No. 5C09262017.

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.