

FACILITY MANAGER



For 25 years, Edon Management has delivered quality facilities and asset management services throughout Alberta. We recognize the importance of each team member in our success and we are looking for an ambitious team member to join our company. If you are interested in furthering your career in facility 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 Facility Manager based in Calgary, you will oversee the operations and maintenance of a variety of buildings in Edon's property portfolio, while overseeing a team to ensure tenant requests and building obligations are met.

- Full-time
- Free parking
- Ongoing educational assistance
- Professional development opportunities

Competitive Compensation Package

Competitive Salary

Family Dental & Health Benefits

Employee RRSP Program

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

Major Responsibilities

- Develop and maintain positive relationships with clients, colleagues, consultants and suppliers
- Oversee building operations, repairs, tenant requests and the Preventive Maintenance Program
- Manage an operations team, maintenance and administrative staff, as well as subcontractors
- Bottom line accountability for contract's operational results including KPI components
- Perform financial control activities including the development of annual operating budgets, monthly budget analysis, variances and reforecast allocations
- Contact trade associations, civic authorities, utility companies, and engineering/architectural professions regularly

Experience & Qualifications

- Minimum five years' work experience in the facilities management industry
- Accredited Commercial Real Estate designation (RPA, FMA, CPM) and/or a university degree is considered an asset
- Excellent knowledge of building systems (electrical, plumbing, HVAC, landscaping, snow removal, caretaking)
- Ability to set goals and objectives
- Strong skills in problem anticipation, problem solving, prioritization, time management, and leadership
- Extensive knowledge of budgeting, administrative, and accounting processes
- Proven ability to identify, evaluate, and develop innovative ideas with supportable results
- Proficient knowledge in Microsoft Office and computerized maintenance management systems (CMMS)
- Valid Driver's License and clean Driver's Abstract
- Excellent customer care and client management skills

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. 3C04062018 in the subject line

Fax your resume to 403-259-8851 with a cover page stating Job No. 3C04062018

Drop off your resume to reception at: 1441 Hastings Cres. SE
Calgary, AB T2G 4C8

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.