

Tenant Services & Property Administrator



For 25 years, Edon Management has delivered quality facilities and asset management services throughout Alberta. We recognize the importance of every team member in our success and we are looking for you to join our innovative and knowledgeable team!

If you are a **team player**, have **strong time management and organizational skills**, and have **the ability to learn new skills quickly**, then you may be the perfect candidate for this role! For more information, please visit www.edonmgmt.com.

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

Full-time weekday hours (7:30 am – 4:30 pm)	Family Dental & Health Benefits	Free parking
Supportive team environment	Employee RRSP Program	Competitive Salary

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

Major Responsibilities

- Complete administrative, accounting and operational responsibilities in accordance with Edon Management's standards and contractual obligations
- Provide administrative support and backup for the Property Asset Management (PAM) and Private Facilities Management (PVFM) teams
- Complete various accounting responsibilities including accounts payable, tenant chargebacks, and final/year-end reconciliations, ensuring these tasks are performed in an efficient and accurate manner in accordance with Edon Management's standards and processes
- Support in the resolution of client service issues to ensure a high level of client satisfaction
- Assist the property management and operations team to ensure that Quality Assurance and OHS legislation are being adhered to as per Edon's Quality Management System and Safety Program

Experience & Qualifications

- Minimum two years' experience in facilities management administration or real estate experience
- Post-secondary education from an accredited institution (diploma/certificate) considered an asset
- Knowledge of computerized accounting systems (MRI experience an asset), computerized maintenance management systems (CMMS), and Microsoft Office (Word, Outlook, Excel)
- Basic knowledge of small facilities building systems (electrical, plumbing, sprinkler, life safety, HVAC, landscaping, snow removal, caretaking, etc.)
- Strong organizational, administrative, customer care and communication skills (written and verbal)
- Solid understanding of accounting processes and procedures
- Organized and task-oriented with the ability to multi-task in a fast paced environment

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

Apply Today!

Email your resume to southcareers@edonmgmt.com stating Job No. 5C04202018 in the subject line

Fax your resume to 403-259-8851 with a cover page stating Job No. 5C04202018

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.