

Assistant Property 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 and innovative team member to join our company. If you 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 an Assistant Commercial Property Manager, you will work with a team to manage the contract portfolio, including but not limited to office, retail and warehouse properties. You will be responsible for responding to tenant requests, implementing contract budgets and ensuring contractor standards are met across the portfolio. This position will be the primary contact with tenants relating to building operations and tenant service requests.

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

- Complete the property management function including liaising with tenants/clients, ensuring contractor standards are met, and identifying any improvements/maintenance that may be required
- Provide bottom line accountability for contracts' operational results including Key Performance Indicator components
- In collaboration with management, develop contract service specifications, tendering, bid evaluation and recommendation of services for service contracts
- Assist with the implementation of contract budgets and control expenditures in accordance with budget figures
- Respond to ongoing tenant issues and requirements (regular visits, resolution of disputes)
- Develop and maintain positive relationships with clients, tenants, contractors, and suppliers

Experience & Qualifications

- Minimum two years' experience in the property/facilities management industry
- Diploma and/or education in real estate or property management field an asset
- Basic knowledge of small facilities building systems (electrical, plumbing, sprinkler, life safety, HVAC, landscaping, snow removal, caretaking, etc.)
- Knowledge of small project management processes
- Excellent time management and organizational skills to simultaneously prioritize multiple tasks and projects
- Proficient knowledge in Microsoft Office, computerized accounting systems, and CMMS/BMCS
- Excellent customer care and communication skills (written and verbal)

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

Apply Today!

Email your resume to
southcareers@edonmgmt.com stating
Job No. 3C10262018-1 in the subject line

Fax your resume to 403-259-8851
with a cover page stating
Job No. 3C10262018-1

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.