

# Commercial 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](http://www.edonmgmt.com).

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

As a Commercial Property Manager for our Property Asset Management (PAM) division, you will manage the contract portfolio including office, retail and warehouse properties. The Property Manager will be the primary contact on tenant requests/inquiries and will oversee contract budgets and expenditures in accordance with budget figures..

### 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 building improvements/maintenance 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
- Respond to client requests relating to project work and tenant space improvements and assist the client in the management of such work
- Develop and maintain positive relationships with clients, tenants, contractors, and suppliers

### Experience & Qualifications

- Minimum five years' experience in property management with direct management of tenant relations and financial performance of commercial real estate
- Holds, working towards, or willing to obtain a Commercial Real Estate designation (RPA, FMA or CPM)
- Proficient knowledge in Microsoft Office, computerized accounting systems, and CMMS/BMCS
- Knowledge of budgeting, administrative and accounting processes
- Good understanding of building operations and building systems (electrical, plumbing, sprinkler, life safety, HVAC, landscaping, snow removal, caretaking, etc.)
- Excellent customer care and communication skills (written and verbal)
- Valid Driver's License and clean Driver's Abstract

A detailed job description can be requested by emailing [southcareers@edonmgmt.com](mailto:southcareers@edonmgmt.com)

## Apply Today!

Email your resume to  
[southcareers@edonmgmt.com](mailto: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.