

OFFICE ADMINISTRATOR



We are excited to announce that Edon Management is looking for an Office Administrator to join our team in Calgary. 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...

As an Office Administrator based in Calgary, you will perform general office duties to support various corporate departments and to respond to all client requests by being the first point of contact for Calgary reception.

Competitive Compensation Package

Competitive Salary
Full time, weekday hours

Family Dental & Health Benefits
Ongoing Educational Assistance

Employee RRSP Program
Career Development Opportunities

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

Major Responsibilities

- Portray a favourable image of the organization as first point of contact with clients and tenants
- Administer customer service processes to ensure all client requests are followed through to completion
- Oversee administration of general office tasks including reception, mail, supply orders, room booking etc.
- Ensure WCB, insurance, and safety information/certification for subcontractors is current and manage the Approved Subcontractor List(s)
- Track incidents, near misses, and other monthly safety related data
- Produce monthly safety reports
- Match Purchase Orders to invoices, code/distribute invoices, and enter corporate invoices into MRI
- Oversee the maintenance of insurance related documentation such as vehicle lists and driver lists

Experience & Qualifications

- Two years of directly related administrative experience
- Reception experience an asset
- Strong written and verbal communication skills
- Excellent organizational skills with keen attention to detail
- Proven ability to multitask in a fast paced environment
- Intermediate knowledge of various computer applications (MS Word, Excel, Outlook) and basic knowledge of accounting software an asset
- Friendly and positive attitude

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

Apply Today!

Email your resume to southcareers@edonmgmt.com stating Job No. 5C12072018 in the subject line.

Fax your resume to 403-259-8851 with a cover page stating Job No. 5C12072018

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.