

# 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 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 Property Manager, you will oversee the property management, operations, and tenant service requirements for a portfolio of buildings in Calgary. The successful candidate will provide strong leadership to a team of employees to ensure contract requirements are met. Candidates who are **Licensed Brokers under the Real Estate Council of Alberta (RECA) will strongly be considered**, however, all candidates with property or facilities management experience are encouraged to apply.

### 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

- Manage the properties within the building portfolio including overseeing all aspects of facility operations, liaising with tenants/clients, ensuring subcontractor standards are met, and identifying building improvement opportunities
- Provide bottom line accountability for contracts' operational results including Key Performance Indicator components
- Assist with the preparation of annual operations and capital budgets, implement contract budgets, and control expenditures in accordance with budget figures
- Ensure monthly reporting is prepared on time
- Prepare landscaping, snow removal, security, and various other service agreements
- Manage and supervise a team of Edon employees
- Develop and maintain positive relationships with owners, tenants, subcontractors, and suppliers

### Experience & Qualifications

- Minimum five years' experience in property or facilities management
- Holds or pursuing an accredited Commercial Real Estate designation (RPA, CPM, FMA)
- Licensed to trade real estate in Alberta considered an asset
- Excellent knowledge of building systems (electrical, plumbing, HVAC, landscaping, snow removal, caretaking, etc.)
- Proficient knowledge in Microsoft Office and computerized maintenance management systems (CMMS)
- Extensive knowledge of budgeting, administrative and accounting processes
- Demonstrated organizational, time management and leadership skills
- Excellent communication and client management skills
- 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. 3C02162018 in the subject line

Fax your resume to 403-259-8851  
with a cover page stating  
Job No. 3C02162018

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.