

FACILITIES MANAGEMENT ASSISTANT



For 25 years, Edon Management has delivered quality facilities and asset management services throughout Alberta. If you are customer service oriented, enjoy working in a team environment, and are looking for an administrative support role to further your career goals, then you may be the perfect candidate for this role! For more information on Edon Management, please visit www.edonmgmt.com.

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

As a Facilities Management Assistant (FMA) based in Lethbridge, you will provide administrative, accounting, and operational support for the Southern Alberta Contract.

Compensation & Benefit Package includes:

Full-time, weekday hours	Family Dental & Health Benefits	Ongoing educational assistance
Competitive salary	Employee RRSP Program	Free parking

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

Major Responsibilities

- Provide support in the resolution of client service and contract issues to ensure a high level of client service
- Accurately process payables (expense reports, invoice coding, purchase orders)
- Prepare and send billing packages to clients
- Provide operations support by scheduling contractors, processing work orders and keeping records
- Prepare and update contract-related documentation (operations checklists, emergency checklists, reports)
- Ensure that Edon's Quality Management System (QMS) policies and procedures are followed and assist with the implementation of regional documentation or corrective actions as required
- Conduct new hire safety and payroll orientations

Experience & Qualifications

- Two years of experience in an administrative support role
- Post-secondary education considered an asset
- Knowledge of computerized maintenance management systems (CMMS) and computerized accounting systems considered an asset
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook
- Excellent written and verbal communication skills
- Excellent time management and organization skills

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

Apply Today!

Email your resume to southcareers@edonmgmt.com stating Job No. 5L02122018 in the subject line

Fax your resume to 403-328-4913 with a cover page stating Job No. 5L02122018

Drop off your resume to reception at: Edon Office, 200 5th Ave. S Lethbridge, AB T1J 4L1

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.