

PROPERTY ADMINISTRATOR



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 to provide value to a dynamic organization, then you may be the perfect addition to our team! To find out more about Edon Management, visit www.edonmgmt.com.

Competitive compensation package includes:

Full-time, weekday hours
Free Parking

Family Dental & Health Benefits
Employee RRSP Program

Competitive Salary
Tuition Reimbursement Program

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

Major Responsibilities

- Complete administrative and accounting functions including collection of arrears and annual reconciliations
- Create and manage the invoicing for monthly chargebacks
- Maintain all tenant contact information
- Ensure insurance, WCB and safety information for subcontractors is current
- Prepare letters, memorandums, meeting minutes and general correspondence
- Assist in the preparation of landscaping, snow removal, security, and various other contracts
- Assist with Asset Planner reporting and tenant request submissions
- Support in the resolution of client service and contract issues to ensure a high level of client satisfaction

Experience & Qualifications

- Two years of commercial property management or real estate experience
- Post-secondary education from an accredited institution (diploma/certificate) considered an asset
- Solid understanding of accounting processes and procedures
- Experience with accounting management systems considered an asset (MRI experience an asset)
- Basic knowledge of small facilities building systems (electrical, plumbing, sprinkler, life safety, HVAC, landscaping, snow removal, caretaking, etc.)
- Organized and task oriented with the ability to multi-task in a fast paced environment
- Excellent interpersonal and communication skills
- Highly proficient in the use of computer programs (MS Word, Excel, PowerPoint, Publisher)

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

Apply Today!

If you like a challenge and want to be part of a **dynamic team** in a growing company...

Email your resume to
southcareers@edonmgmt.com stating
Job No. 5C07162018 in the subject line.

Fax your resume to 403-259-8851
with a cover page stating
Job No. 5C07162018.

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.