

ADMINISTRATIVE ASSISTANT



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 Administrative Assistant based in Red Deer, you will be responsible for providing administrative, accounting and operational support for the Red Deer operations team.

Competitive Compensation Package includes:

Employee RRSP Program | Family Dental & Health Benefits | Ongoing Educational Assistance

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

Major Responsibilities

- Complete administrative tasks including filing, preparing meeting agendas, recording meeting minutes, preparing general correspondence, answering and transferring inbound phone calls, and maintaining office supplies inventory
- Complete accounting support tasks including processing work orders and internal expense reports, preparing billing packages for clients, stamping and coding invoices, and utilizing MRI accounting software to create purchase orders and enter invoices
- Prepare, maintain and update contract related documentation, including operations checklists, alarm and phone contact lists, and monthly reports
- Prepare monthly reporting packages for managers and building owner
- Provide support in the resolution of client service and contract issues to ensure a high level of client satisfaction
- Assist the property management and operations team to ensure that Quality Management and OHS legislation are being adhered to as per Edon's Quality Management System and Safety Program

Experience & Qualifications

- 2+ years of experience in an administrative support role
- Post-secondary education from an accredited institution (diploma/certificate) considered an asset
- Previous experience preparing meeting agendas and minutes, preparing Excel spreadsheets and reports, and completing basic accounting support tasks
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook
- Excellent written and verbal communications skills, including the ability to effectively manage clients
- Strong time management and organizational skills to simultaneously prioritize multiple tasks and projects

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

Apply Today!

Email your resume to centralcareers@edonmgmt.com stating Job No. 5RD03122018 in the subject line.

Fax your resume to 403-341-0626 with a cover page stating Job No. 5RD03122018

Drop off your resume to reception at: Suite 302, 4920 51 St. Red Deer, AB T4N 6K8

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.