

# Property Manager, PAM



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 and innovative 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 for our Property Asset Management (PAM) division, you will oversee the property management, operations, and tenant service requirements for a portfolio of buildings in Calgary. The successful candidate will possess strong communication, leadership and organizational skills to ensure tenant requests and contract requirements are met.

### 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 contractor standards are met, and identifying any improvements that may be required
- Provide bottom line accountability for contracts' operational results including Key Performance Indicator components
- Implement contract budgets and control expenditures in accordance with budget figures
- Develop contract service specifications, tendering, bid evaluation and recommendation of services for service contracts
- Monitor service contract performance, ensuring subcontractors meet and/or exceed contract terms
- Respond to client requests relating to project work and tenant space improvements and assist the client in the management of such work
- Develop and maintain positive relationships with clients, tenants, contractors, and suppliers

### Experience & Qualifications

- Minimum five years of experience in property management
- Previous experience managing maintenance, mechanical projects and subcontracted services
- Holds an accredited Commercial Real Estate designation (RPA)
- Holds a valid real estate license (of any classification) through RECA
- Proficient knowledge in Microsoft Office, computerized accounting systems, and CMMS/BMCS
- Extensive knowledge of budgeting, administrative and accounting processes
- Demonstrated organizational, time management and leadership skills
- Excellent customer care 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. 3C10262018-1 in the subject line

Fax your resume to 403-259-8851  
with a cover page stating  
Job No. 3C10262018-1

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.