

CARETAKER



For over 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're looking for you to join our innovative and knowledgeable team! We encourage personal development and foster a culture that provides both opportunity and work-life balance. To find out more about Edon Management, visit www.edonmgmt.com.

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

As a Caretaker based in South East Edmonton, you will be responsible for maintaining cleanliness of facilities in accordance with Edon Management standards and facility contract requirements.

- Supportive, highly-functional team
- Competitive Wage

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

Major Responsibilities

- Ensure cleanliness of facility by completing caretaking tasks (e.g. dusting, polishing, spot washing, vacuuming, carpet cleaning, floor buffing, sweeping and mopping)
- Assist with snow removal for walkways, building entrances and exits
- Move heavy furniture, equipment and supplies as required
- Service and maintain optimal cleanliness of washrooms
- Respond to urgent clean-up situations in a timely manner
- Attend safety and other related caretaker meetings as scheduled
- Portray a favourable image of the organization as a front-line contact with clients and tenants

Experience & Qualifications

- Basic understanding of English (reading and writing)
- Strong customer relations skills
- Previous janitorial experience considered an asset

A detailed job description may be requested by emailing northcareers@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 northcareers@edonmgmt.com stating Job No. 4E10262018-1 in the subject line.

Fax your resume to 780-488-7518 with a cover page stating Job No. 4E10262018-1

Drop off your resume to reception at:
Second floor, 3827 98 St.
Edmonton, AB T6E 5V4

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.