

LEASE ADMINISTRATOR



For 25 years, Edon Management has delivered quality facilities and asset management services throughout Alberta. If you are looking for professional development opportunities, have knowledge in lease administration, and are looking for a workplace that provides work/life balance, then you may be the perfect candidate for this role! To find out more about Edon Management, visit www.edonmgmt.com.

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

As a Lease Administrator based in Calgary, you will provide administrative, accounting and operational support for the contract. A key element of the position involves assisting the property management team with lease administration. As a result, the successful candidate will possess extensive knowledge of legal requirements pertaining to different types of leases (residential, commercial, agricultural, and access road).

Compensation & Benefit Package includes:

Full-time, weekday hours
Competitive salary

Family Dental & Health Benefits
Employee RRSP Program

Ongoing educational assistance
Free Parking

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

Major Responsibilities

- Maintain current knowledge of the legal requirements pertaining to different types of leases in the portfolio
- Ensure leasing and administrative responsibilities are in accordance with Edon Management's standards and contractual obligations
- Prepare tenant leases, coordinate lease renewals and collect/monitor rental payments
- Participate in the collection of arrears
- Support in the resolution of client service and contract issues to ensure a high level of client satisfaction
- Assist the property management team to ensure that Quality Assurance and OHS legislation are being adhered to as per Edon's Quality Management System and Safety Program

Experience & Qualifications

- Minimum two years of experience in a lease administration role
- Post-secondary education from an accredited institution (diploma/certificate/degree) considered an asset
- Extensive knowledge of legal requirements pertaining to different types of leases
- Familiarity with computerized accounting system software (MRI experience an asset)
- Ability to develop working knowledge of work order tracking systems and computerized maintenance management systems
- Excellent written and verbal communication skills
- Strong time management and organizational skills to simultaneously prioritize multiple tasks and projects

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

Apply Today!

Email your resume to southcareers@edonmgmt.com stating Job No. 5C10312018 in the subject line.

Fax your resume to 403-259-8851 with a cover page stating Job No. 5C10312015

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.