

# ADMINISTRATIVE ASSISTANT



We are excited to announce that Edon Management is looking for an Administrative Assistant to join our team in Edmonton. 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](http://www.edonmgmt.com).

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

As an Administrative Assistant based in Edmonton, you will provide administrative, operations and accounting support for various contracts in the Edmonton region.

### Competitive Compensation Package

Competitive Salary  
Full time, weekday hours

Family Dental & Health Benefits  
Ongoing Educational Assistance

Employee RRSP Program  
Career Development Opportunities

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

### Major Responsibilities

- Complete administrative tasks, including filing, taking meeting minutes, preparing general correspondence, etc.
- Prepare, maintain and update contract related documentation, including operations checklists, alarm and phone contact lists, and monthly reports
- 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
- Assist the property management and operations team to ensure that Quality Assurance and OHS legislation are being adhered to as per Edon's Quality Management System and Safety Program
- Provide support in the resolution of client service and contract issues while portraying a favourable image of the organization

### Experience & Qualifications

- Minimum 2 years of experience in an administrative support role
- Post-secondary education from an accredited institution (diploma/certificate) is considered an asset
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook
- Experience with MRI accounting software is considered an asset
- Excellent written and verbal communication skills, including the ability to effectively manage clients
- Strong time management and organizational skills to simultaneously handle and prioritize multiple tasks and projects

A detailed job description can be requested by emailing [northcareers@edonmgmt.com](mailto:northcareers@edonmgmt.com).

## Apply Today!

Email your resume to  
[northcareers@edonmgmt.com](mailto:northcareers@edonmgmt.com) stating  
Job No. 5E10192018 in the subject line.

Fax your resume to 780-488-7518  
with a cover page stating  
Job No. 5E10192018.

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.