

Tenant Relations Manager



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.

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

As a Tenant Relations Manager, you will manage a contract portfolio including office, retail and warehouse properties. The Tenant Relations Manager will be the primary contact on tenant requests/inquiries and will oversee contract budgets and expenditures in accordance with budget figures.

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

- Take a leadership role in ensuring tenant work orders and requests are responded to and consistently dealt with in a timely and professional manner through interaction with the operations team, tenants, and contractors
- Provide bottom line accountability for contracts' operational results including Key Performance Indicator components
- Implement contract budgets and control expenditures in accordance with budget figures
- Proactively seek opportunities to enhance the tenant relationship and ensure positive tenant satisfaction levels with a focus on tenant retention
- Plan, manage and administer approved marketing and events for the portfolio which includes coordinating/maintaining building signage, building newsletters, elevator advertising, building websites, and various other initiatives
- Respond to client requests relating to project work and tenant space improvements and assist the client in the management of such work
- Coordinate all building and tenant sponsored charitable events to ensure marketing and promotional efforts support management objectives for the building (facilitate and assist with logistics, permits, etc.)

Experience & Qualifications

- Minimum five years' experience in tenant relations or property management with direct management of tenant relations and financial performance of commercial real estate
- Proficient knowledge in Microsoft Office, computerized accounting systems, and CMMS/BMCS
- Knowledge of budgeting, administrative and accounting processes
- Good understanding of building operations and building systems (electrical, plumbing, sprinkler, life safety, HVAC, landscaping, snow removal, caretaking, etc.)
- Excellent customer care and communication skills (written and verbal)
- Valid Driver's License and clean Driver's Abstract

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

Apply Today!

Email your resume to
southcareers@edonmgmt.com stating
Job No. 3C01212019 in the subject line

Fax your resume to 403-259-8851
with a cover page stating
Job No. 3C01212019

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.