

# Sr. Caretaking Supervisor



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 Senior Caretaking Supervisor based in Calgary, you will be responsible for overseeing caretaking staff and ensuring peak cleanliness in accordance with contract requirements at a building located in NE Calgary. Cleaning quality will be addressed directly with this role, fielding concerns from Property Managers and Site Supervisors.

## Competitive Compensation Package

Full Time  
Competitive Salary

Family Dental and Health Benefits  
Employee RRSP Program

Ongoing Educational Assistance  
Professional Development Opportunities

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

### Major Responsibilities

- Ensure facilities are maintained in accordance with Edon Management's standards and contract requirements
- Provide leadership and training to caretakers in the proper care and cleaning of facilities
- Liaise with Caretaking Manager to address custodial requests and issues
- Perform hands-on caretaking duties and training
- Ensure the building is secure
- Provide/find backup in cases where caretaking staff do not fulfill their responsibilities
- Complete staff performance reviews, including recommendations of hiring/firing
- Oversee and approve caretaker's Time Cards for payroll
- Perform building walk-throughs on a regular basis to ensure cleanliness of facilities

### Experience & Qualifications

- Minimum 3 years in a supervisory role
- Strong command of the English language (read and write)
- Strong customer relation skills
- Working knowledge of computer applications (MS Word, Excel, Outlook)
- Extensive knowledge of custodial practices

A detailed job description can be requested by emailing [southcareers@edonmgmt.com](mailto:southcareers@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  
[southcareers@edonmgmt.com](mailto:southcareers@edonmgmt.com) stating  
Job No. S4C01082019 in the subject  
line

Fax your resume to 403-259-8851  
with a cover page stating  
Job No. S4C01082019

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.