

Caretaking Manager



We are excited to announce that Edon Management has an opening for a **Caretaking Manager** in Edmonton. If you are looking for professional growth opportunities, enjoy working in a team environment, and have extensive experience overseeing caretaking/custodial business operations in a commercial setting, 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 Caretaking Manager based in Edmonton, you will be responsible for managing the performance and responsibilities of Edon's caretaking team in Edmonton and providing assistance to related teams in Northern Alberta, ensuring high quality and efficient caretaking service to Edon's property portfolio.

Competitive Compensation Package

Full Time Position
Competitive Salary

Family Dental & Health Benefits
Professional Development Opportunities

Employee RRSP Program
Ongoing Educational Assistance

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

Major Responsibilities

- Assist with the growth and evolution of Edon Management's caretaking team to service Edon's extensive portfolio of real estate in Alberta
- Oversee the operations of the regional caretaking team, equipment, and business operations
- Provide overall management for Edon's caretaking department by managing, guiding and supporting team members, ensuring that proper training and development is provided at all levels
- Ensure facilities are maintained in accordance with Edon Management's standards and contract requirements
- Support the growth of Edon's caretaking services in its expanding portfolio

Experience & Qualifications

- Minimum five to seven years of experience in a managerial role
- Experience managing and overseeing a large caretaking/custodial team or division
- Extensive knowledge of custodial practices, possibly through previous or current ownership of related business
- Post-Secondary Education in Business Administration or related field, considered an asset
- Strong command of the English language (reading and writing)
- Strong customer care, communication and client management skills
- Strong leadership skills with a demonstrated ability to lead a team of staff to accomplish objectives
- Proficient computer skills using Microsoft Word, Excel and Outlook
- Valid Driver's License and clean Driver's Abstract

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

Apply Today!

Email your resume to northcareers@edonmgmt.com stating Job No. 2E02192020 in the subject line.

Fax your resume to 780-488-7518 with a cover page stating Job No. 2E02192020.

Drop off your resume to reception at: #300, 3697 Mill Woods RD NW
Edmonton, AB T6K 3L6

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.