

# Lease Administrator



We are excited to announce that Edon Management has an opening for a **Lease Administrator** in Calgary. If you desire a challenge, are looking for professional growth opportunities, and enjoy working in a team environment, 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 Lease Administrator, you will be working within the Asset Management division and will be responsible for overseeing the day-to-day administration of leasing.

### Competitive Compensation Package includes:

Full-time, weekday hours  
Competitive Salary

Cellphone Allowance  
Mileage Reimbursement

Family Dental & Health Benefits  
Employee RRSP Program

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

### Major Responsibilities

- Complete administrative responsibilities in accordance with Edon Management's standards and contractual obligations
- Support the Director of Asset Management and Leasing and the Real Estate Manager in day-to-day operations of the leasing department
- Provide accurate and timely responses to brokers relating building information
- Coordinate showings of tenants' premises
- Ensure that the landlord's and tenant's agreements and correspondence are accurately filed
- Track documentation flow and ensure documents are fully completed/executed and within the contract parameters
- Manage relations with brokers to foster positive relationships and ensure deadlines are met
- Portray a favourable image of the organization as the front-line contact with clients/tenants

### Experience & Qualifications

- Minimum two years of directly related real estate experience, ideally in a commercial property management environment
- Post-secondary education from an accredited institution (diploma/certificate) considered an asset
- Experience drafting commercial lease documents considered an asset
- Desire to develop skills and career in the real estate industry
- Assertive self-starter with the ability to work independently under minimal supervision
- Excellent written and verbal communication skills
- Highly proficient in the use of MRI accounting software and computer programs such as Microsoft Office
- Excellent time management and organizational skills to simultaneously handle and prioritize multiple tasks and projects
- Valid Driver's License and clean Driver's Abstract
- Owns a reliable vehicle

**Apply Today!** Submit your application here: <https://edonmgmt.startdate.ca/#/career/info/public/128?language=en>

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.