

# LEASE ADMINISTRATOR



We are excited to announce that Edon Management is searching for a **Leasing Administrator** based 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...

The Lease Administrator in the Asset Management division of Edon will be responsible for overseeing and supporting the day-to-day administration of leasing and leasing related duties for the division. Additionally, this position will provide support to the Director of Asset Management and Leasing, Leasing Manager, and the Real Estate Manager.

### Competitive Compensation Package includes:

Full-time, weekday hours  
Competitive Salary

Ongoing Educational Assistance  
Supportive Team Environment

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 Asset Management division in its day-to-day operations
- Provide accurate and timely responses to inquiries and information requests relating building and tenant information
- Coordinate showings of tenants' premises and organize meetings
- Assist in the preparation and distribution of documentation (Offers to Lease, Waivers, Extension Letters, RFP's, etc.)
- Ensure that the agreements and correspondence are accurately filed and documented
- Track documentation flow and ensure documents are fully completed/executed and within the contract parameters
- Maintain vacancy database including floorplans, building details, and track portfolio performance
- Prepare presentations and reports and manage database as necessary to ensure timely and proper reporting to staff and clients
- Assist in the implementation and design of marketing efforts on social media platforms
- Support in the coordination of events throughout the year in collaboration with division leaders

### Experience & Qualifications

- Minimum two years directly related real estate experience, ideally in a commercial property management or brokerage environment
- Post-secondary education from an accredited institution (diploma/certificate) considered an asset
- Experience drafting commercial lease documents considered an asset
- Excellent written and verbal communication skills
- Experience with filing, database management or marketing considered an asset
- Assertive self-starter with the ability to work independently under minimal supervision
- Highly proficient in the use of computer programs (Word, Outlook, Excel, Power Point, PowerBI)
- Experience with MRI accounting software or database maintenance considered an asset
- Self-motivated and detail-oriented
- Excellent time management and organizational skills to simultaneously handle and prioritize multiple tasks and projects
- Ability to meet deadlines, articulate ideas, and react appropriately even under pressure
- Desire to develop skills and career in the real estate industry

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

## Apply Today!

Apply online directly through Edon's Careers Page: <https://edonmgmt.startdate.ca>

