

Job Posting

Otter Creek Co-operative Homes Inc

Full Time Manager

Otter Creek Co-operative Homes Inc. is an 84 unit townhouse housing co-op funded and administered the Housing Services Act. We are looking for a Manager for 32 hours per week to oversee and manage the day-to-day operations under the direction of the Board of Directors. We are looking for an approachable and adaptable person for our diverse community.

Responsibilities include

- Financial and property management
- Government and corporate relations
- Legal issues, arrears and subsidy administration
- Membership and community development
- Supervision of maintenance staff

Qualifications

- A minimum of 3-5 years experience managing the operations of a housing co-op
- Strong organizational, written, and oral communication skills
- Experience in supervising staff and overseeing contractors
- Strong skills in the management of finances and operational plans
- Proficiency in Microsoft software and NewViews accounting software
- Knowledge of property management and co-op administration
- Knowledge of the Housing Services Act and the Co-operative Corporations Act
- Experience in acting as a resource and support for the Board of Directors and committees
- Ability to work with volunteers in a diverse community
- Experience in community development

Otter Creek Co-operative Homes Inc. offers a competitive salary and benefits plan.

Application deadline: February 3, 2019 at 11:59 p.m.

Start Date: February 28, 2019

Please send a cover letter and resume to:

Otter Creek Co-operative Homes Inc.

Attention: Hiring Committee

835 McQuay Blvd., #30

Whitby, ON L1P 1L6

Fax: 905 666-8710

E-mail: ottercreek@bellnet.ca

We appreciate all applications.

Only applicants selected for an interview will be contacted.