



Position: **Housing Coordinator**

Location: **Toronto, ON**

Instructions: **Applications must include a current resume and cover letter, and can be sent to rbutt@rcms.ca**

Special Notes: **Deadline: August 8th, 2022. Kindly note that only selected applicants will be notified if they have been chosen to take part in an interview process.**

Who We Are

Richmond Community Management Services, (RCMS) provides community, financial and property management services to co-operative, non-profit and private sector clients. We help communities run smoothly and efficiently through community-focused services built on integrity, experience and professionalism.

Specific Accountabilities

The Housing Coordinator is responsible for the overall day to day operations of the client including all administrative and financial information processing activities at their assigned sites; in addition to the oversight and coordination of the Company's administration systems and record keeping. The Housing Coordinator will be responsible for the areas of corporate governance, member / tenant services (including addressing complaint and resolving problems), financial information processing and management, maintenance, office administration, inquiries, preventative maintenance management and community development.

1. Maintain a clean and organized work environment
2. Bank deposits
3. Petty cash management
4. Creating / Posting reports, memorandums, notices, board meeting minutes
5. Arrears reports / late charges / NSF's and payment / performance agreements
6. Prepare NTA and boards eviction decisions to members and their related forms
7. Attend Board /GMM/member/Receiver meetings or any other meetings if requested
8. Preparation of Board / Member meeting packages
9. Board / Member meeting minutes
10. Vacancy Reports
11. COE (calendar of events)
12. Telephone reception, checking and returning voicemails
13. Rent Geared Income Calculations



Qualifications

- Administration experience required
- Project Management experience is an asset
- Written / Oral communications, Professionalism
- Attendance / Punctuality, Dependability
- Evening/weekend work is required

RCMS is committed to inclusive and accessible recruitment practices for applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disability Act (AODA). Reasonable accommodations are available on request for candidates with disabilities taking part in all aspects of the selection process.

Please visit our website for further information: www.rcms.ca