**BROOKS CO-OPERATIVE HOMES INCORPORATED**

**OFFICE ADMINISTRATOR POSITION**

Brooks Co-operative Homes, a Section 61 Federal Co-op with 84 units, is seeking an experienced Office Administrator

Reporting to the Board of Directors, the Office Administrator’s duties will include:

· Efficient day-to-day administration of the office

· General bookkeeping: accounts payable; writing cheques; producing monthly financial statements; subsidy calculations; correspondence; and working with the co-op’s bookkeeper

· Knowledge of Section 61 Guidelines and non-profit co-operative organization (not mandatory as training will be provided)

· Ensuring the co-op meets legal obligations adhering to current government practices

· Interacting with contractors and supervising the co-op’s sub-contracted maintenance person

· Marketing vacant units, performing credit checks of potential members, and managing the co-op waitlist

· Supporting and advising the Board on matters of good governance and membership

· Facilitating communication between the members of the co-op and the Board

· Attending bi-weekly board meetings which include minute-taking

· Other duties, from time to time, assigned by the Board

The successful candidate shall possess the following:

· Excellent verbal and written communication skills

· Knowledge of property management (an asset)

· Proficiency in computer software programs including Word, Excel, Power Point, Microsoft Office and web-based file management systems

· Experience using NewViews Non-Profit Homes or similar software (preferred)

· Knowledge of by-laws pertaining to the co-op

· Ability to work well under pressure in a highly dynamic environment

Renumeration: One year contract at $27.00 per hour @ 35 hours/week. Negotiable salaried position with benefits available

Start Date: Immediate opening

Please submit resume to:

Board of Directors

brooksboard2022@gmail.com

WE THANK ALL APPLICANTS; HOWEVER, ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED