

Housing Property Administrator

BuilTop Property Management Inc.

Job Description

We currently have an opening for a permanent full-time Housing Property Administrator position located in Scarborough, Ontario.

Job Type: Full-time (35hours per week), Monday to Friday

Start Date: As Soon As Possible

Who We Are

BuilTop Property Management provides property management services for co-operative housing, non-profit and private sector residential properties. Our vision statement is to provide professional quality client focused management solutions. Our culture is defined by our core values that help guide and coordinate our everyday activity. Our core values are integrity, respect, quality, and communication.

Responsibilities

Reporting to the Senior Manager, the Housing Property Administrator will be assigned to a co-operative site to provide day-to-day services to the co-operative's members, and the Board of Directors. This role is a combination of property operations, governance support, and community engagement.

Duties will include but are not limited to:

- Ensure work orders are processed in a timely manner
- Processing payables and receivables
- Administer Rental Assistant programs in accordance with government requirements.
- Preparing board/AGM/GMM packages and taking minutes
- Attending Board and Committee meetings
- Maintaining full occupancy of the co-op
- Coordinate move in and out activities
- Respond to all inquiries by both members and non-members
- Tasks assigned by the Senior Manager

Skills & Experience& Requirements

- Minimum 1 – 2 years co-operative or non-profit property administrative experience or equivalent experience
- Strong financial and administrative skills
- Must be able to multitask
- Effective English oral and written communication skills

- Able to work effectively within a diverse community
- Proficient with Microsoft Office
- Must agree to a Police Check

Some travel may be required. Some evening work is required.

BuilTop Property Management is an equal opportunity employer that encourages applications from all qualified candidates.

Only selected applicants will be notified if they have been chosen to take part in an interview process. We thank all applicants and advise that only those selected for an interview will be contacted.

Please send a cover letter and resume to info@builtop.ca. Applications will be accepted until **July 31, 2026**.