Position:	**Housing Administrator (Part-time)**
Location:	**Mississauga, ON**
Instructions:	**Applications must include a current resume and cover letter, and can be sent to ltrieu@rcms.ca**
Special Notes:	**Deadline: November 20th, 2026. Only selected applicants will be notified if they have been chosen to take part in an interview process.** **** Note: This is a part-time position requiring two days of work per week.**

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 Administrator performs duties and responsibilities in the areas of member / tenant services, financial information processing, office administration, enquiries, community development and addressing complaints and resolving problems in the specific areas of the administration of RCMS's clients' offices.

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. Order and control of office supplies
13. Processing of incoming and outgoing mail
14. Telephone reception, checking and returning voicemails
15. Rent Geared Income Calculations

16. Participate in an on-call rotation and remain available to respond to operational, maintenance, or emergency matters outside of your regular working hours, as reasonably required by the Employer.

Qualifications

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

RCMS is an equal opportunity employer that is committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

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