

Co-Op Co-Ordinator/Manager

York Region and Toronto (East and West)
Full time and part time work available

Community First Developments Inc., is a leading property management company that is currently growing! We offer a variety of property management services in the residential, commercial and condominium markets. Established in 1995, with a focus on building healthy and supportive communities that reflect the diversity and unique character of each site; CFDI has grown to manage over 25 sites across the Greater Toronto Area.

We are looking for a Co-Op Co-Ordinator who is experienced in Co-Op site management and administration for multiple positions located in the Toronto and York Region to join our growing team.

Skills & Experiences:

- In-depth knowledge of community development, governance and organization.
- Competent in RGI subsidy and marketing of vacant units including waitlist management.
- Experience in working with members including the follow up and collection of arrears
- Proficient computer Skill; Yardi experience is considered an asset
- Excellent people and communication skills
- Excellent time management skills
- Able to maintain confidentiality with a professional business manner
- Knowledge of the York and or Toronto regulations would be an asset
- Must be able to work a flexible schedule including some evening work

Location(s):

York region and Toronto (east and west) locations

Application:

If you'd like to be a member of our growing team please send your resume to hr@cfdi.ca or fax to **416-932-9435**. Please quoting reference number CHFTCC02 in your subject line.

We thank all interested candidates. However, only applicants selected for an interview will be contacted.

Deadline: Friday, August 6th, 2010.