

Housing Administrator - TORONTO

Maternity Leave Cover (12 months)

‘Working with you to create a great place to call home!’



Working for Community First Developments Inc. is more than just a job. We provide a supportive and attractive environment putting the needs of people first. Would you like to work for an organisation, which focuses on building healthy and supportive communities that reflect the diversity and unique character of each site? A career with Community First Developments includes:

- A rewarding career with a leading organisation that is growing!
- The chance to make a difference in people’s lives every day
- Long-term career growth
- Competitive pay

We are looking for a Housing Administrator with excellent interpersonal skills and ideally Yardi software experience, to join our growing team.

Skills & Experiences:

- One to three years experience and thorough knowledge of the Rent Geared to Income (RGI) Process, applicable tenant acts and SHRA.
- Expertise in waitlist management.
- Timely processing pertaining site documents, filing, data entry/word processing, and third party correspondence.)
- Knowledge or experience within property administration paramount.
- Solid working knowledge of Microsoft Office Suite software including MS Excel; MS WORD, MS PowerPoint; MS Access
- College diploma in business administration, or other post secondary education in a related field
- Good organization and time management skills.
- Ability to work accurately and autonomously.
- Excellent interpersonal/communication skills. Able to effectively communicate with clients/tenants both in person and via mail / email.
- Knowledge of **Yardi** software an asset.
- **Excellent written and spoken English mandatory for the position.**

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.

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