

Property Manager

Scarborough area

Full Time position

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 housing market. 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 30 sites across the Greater Toronto Area.

We are looking for a Property Manager who is experienced in non profit and or co-operative housing management, maintenance and administration to join our growing team.

Skills & Experiences:

- In-depth knowledge of non profit and or co-op governance, maintenance, financials
- 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 Skills; 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 Toronto Housing regulations would be an asset
- Must be able to work a flexible schedule including some evening work

Location(s):

Scarborough area

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 CHFTPM01 in your subject line.

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