

Property Manager- Down Town Toronto

Full Time Position

'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 and benefits

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

Essential Skills & Experiences:

- In-depth knowledge of non profit and or co-op governance, maintenance, financials.
- Competent in Budgets, RGI subsidy & marketing of vacant units including wait list management.
- In depth knowledge of the RTA, (SHRA and Cooperative Bylaws an asset).
- Strong building maintenance knowledge and able to implement an effective preventative maintenance and work order system.
- Familiar with various Acts & Codes, including Fire Code, Building Code, and LTB proceedings.
- Prior experience managing a small team of staff, essential.
- Experience in working with members including the follow up and collection of arrears.
- Proficient computer Skills.
- 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.
- **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.