

Property Manager/Co-Op Manager

Community First Development Inc., is a leading Property Management company offering a variety of property management services to the Co-operative and Private Non-Profit communities. Established in 1995 with a focus on building healthy & supportive communities that reflect the diversity and unique character of each site; CFDI has grown to manage over 25 sites across the GTA. We are currently seeking resumes for Part-time and Full-time Property Managers/Co-Op Managers to work from a variety of locations across the GTA.

Reporting to the respective Senior Property Manager, these positions oversee and administer operational tasks in managing assigned Properties within the Non-Profit/ Co-operative Housing environments.

Responsibilities:

- Maintains overall financial accountability and day-to-day administration, maintenance and financial viability of Properties assigned.
- Ensures facility is properly maintained in accordance with contractual requirements, CFDI and local building standards by conducting regular building inspections, managing maintenance staff and property capital projects.
- Manages activities of all staff, provides appropriate training and direction to ensure the efficiency of the operations.
- Provides technical knowledge, support and makes recommendations to Board representatives, CFDI management to ensure compliance to various legislative standards and ensures good governance is maintained by all respective parties.

Qualifications:

- Minimum 2 yr College diploma with Business Administration/ Building Maintenance focus or equivalent work experience
- Minimum 5 years Property Management experience preferably in the Co-op/ Non-Profit housing environment
- Sound knowledge of SHRA, RTA and Co-operative Corporations Act (as applicable) related regulations is an asset
- Superior written and oral communication skills
- Sound knowledge of Microsoft Office environment, Yardi experience is an asset
- Ability to prioritize tasks while meeting deadlines
- Solid organizational skills with attention to detail
- Flexibility to work Monday to Friday with some evening hours required

Please submit your resume to via mail, fax or email to:

Community First Development Inc, 2171 Avenue Rd, Suite 303, Toronto, ON M5M 4B4
Attn: Human Resources Email: HR@cfdi.ca; Facsimile 416-932-9435