Co-Op Co-Ordinator/Manager

Peel Region (Mississauga)
35 hours per week

Community First Developments Inc., is a leading property management company offering 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.

Community First Developments Inc. is currently looking for a Co-Operative Co-Ordinator who is experienced in Co-Operative site management and administration for a position located in the Peel Region.

Skills & Experiences:

- In-depth knowledge of the SHRA
- Competent in RGI Calculations
- Proficient computer Skill
- Excellent people skills
- Excellent communication skills
- Excellent time management skills
- Able to maintain confidentiality
- Professional business manner
- Resided or worked in a housing
- Knowledge of the Peel regulations would be an asset
- Must be able to work a flexible schedule including some evening work

Application:

Quoting reference PeelCHFT01 and send resume by
E-mail to hr@cfdi.ca or Fax 416.932.9435

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