

Job Posting

Lotus Co-operative Homes Incorporated

Lotus Co-operative Homes Inc. is an 80 unit stacked townhouse complex in Christie and Dupont area. The co-op is federally funded under Section 95 of the Housing Act and incorporated under the Co-operative Corporations Act.

The Co-op is seeking a full-time manager to handle the day-to-day operation of the Co-op under the direction of an elected Board of Directors. Other staff members include a part-time superintendent and a bookkeeper.

Responsibilities include:

- Property management
- Financial management
- Government and Corporate Relations
- Legal issues, arrears and subsidy administration
- Membership administration and community development
- Resource and support for the Board of Directors and committees
- General office administration

Qualifications:

- a degree or diploma in building sciences, administration or a related subject from an accredited training institution
- minimum of 3 years experience working in housing management
- working knowledge of building systems
- financial management skills, prepare operating and capital budgets, arrears management, RGI calculations and budget control
- proficiency in word processing, spreadsheets and desktop publishing
- experience in supervising contractors and staff
- strong organizational, interpersonal and communication skills
- pleasant, tactful and willing to work in a multi-cultural, diverse and mixed income community
- Ability to communicate in Chinese a definite asset

Hours of work: 35 hours per week over 5 days (on the average one evening a week to attend meetings)

Salary: Commensurate with experience plus a comprehensive benefits package

Start Date: August 4, 2010

Deadline for application: June 9, 2010

Please send resume with cover letter to The Hiring Committee, Lotus Co-operative Homes Inc., 61 Lambertlodge Avenue, Toronto, Ontario M6G 3Z1. Fax 416-532-9193, email: lotuscoop@bellnet.ca No phone calls please. Only those chosen for interview will be contacted.

Summer Student (Camp Leader)

We are hiring a summer student under the HRDC summer career placement program for 8 weeks
Starting July 5, 2010

Applicants must be full-time student between 15 and 30yrs of age in High School or
College/University and returning to school this fall

Major Responsibilities

- *Plan, organize and lead a recreation program for a group of children aged 6-12 years
- *Ensure that necessary equipment and supplies are available and maintained in a safe condition

Qualifications

- *Knowledge of crafts, sports, games and /or drama
- *Must be willing to work up to 40 hrs per week
- *Current Emergency First Aid

The hourly rate is \$10.25

To apply

Submit your resume by email only to:

willowglencoop@bellnet.ca

Deadline for applications: 5:00pm, Friday June 11, 2010

Thank you to all who apply but only those selected for an interview will be contacted.

No phone calls please



WILLIAM PUNNETT HOUSING CO-OPERATIVE INC.

May 25, 2010

To whom it may concern:

William Punnett consists of 99 apartments and 28 Townhouse units with 1, 2, and 3 bedroom units. Common areas include - the Office; the Community Centre and Laundry Room.

William Punnett Housing Cooperative Inc. is looking for quotes to do the following work:

Position: Maintenance Co-ordinator

Hours: 32 hours per week

Duties:

Reports to Manager

Keep property, inventory and maintenance records

Develop and implement risk management plan

Develop and implement routine and preventative maintenance plan

General repairs

Administer key control system

Administer Co-op's parking policy

Administer service and warranty claims

Supervise trades people/contractors/consultants in accordance with Co-op's By-laws.

Advise Office Co-ordinator on purchases of equipment and supplies

Annual Unit Inspections

Ensure the Co-op complies with all Fire codes, ESA and Building Codes

Maintain a Fire safety log book

Provide regular weekly Property Management and Maintenance activity reports

Must do hardwood floors





WILLIAM PUNNETT HOUSING CO-OPERATIVE INC.

Performance Requirements:

Standard of performance

Act on direction of Co-op Board of Directors, Co-op Manager and Co-op Co-ordinator

Emergency on-call service

Legal requirements:

Conflict of Interest and Confidentially agreements

Insurance

WSIB

WHMIS

All quoted must be in on/or before Wednesday, May 28, 2010.

3077 Lake Shore Blvd
Etobicoke, ON M8V 2K7

Please contact Cynthia Brink at 416-252-4643.

Office hours are: Monday 9:00 am to 3:00pm
Tuesday 1:00pm to 9:00pm
Wednesday 9:00am to 5 pm
Thursday 1:00 pm to 8:00pm
Friday 9:00am to 3:00pm

Yours co-operatively,

Cynthia Brink,
Co-ordinator,
William Punnett

