

Property Administrator, GTA Various Locations

'Working with you to create a great place to call home!'

Working for Community First Developments Inc. is more than just a job. Our employees are committed to managing properties that fulfill the needs of the community, maintaining well-kept housing that residents are proud to call home. Would you like to work for an organization, which focuses on building healthy and supportive communities that reflect the diversity and unique character of each site?

Job Purpose:

The Property Administrator will provide reception duties to clients/tenants, administrative support, clerical and financial services and community program assistance to the Property Manager to ensure the overall good standing of the assigned facility. The Property Administrator supports the Property Manager by completing assigned tasks in a timely, accurate and effective manner.

Skills & Experience:

- Applied knowledge and experience within property administration and Housing Services Act essential
- Rent-geared-to-income administration(**RGI**) calculation experience required
- One to three years' experience in administration providing clerical duties, ensuring timely processing. (Maintaining site documents, filing, data entry/word processing, and third party correspondence)
- Experience in accounting administration an asset (accounts payable / receivable, maintaining accounting files)
- Solid working knowledge of Microsoft Office Suite software including MS Excel; MS WORD,
- College diploma in business administration, or other post-secondary education in a related field
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- Good organization and time management skills
- Excellent interpersonal/communication skills. Able to effectively communicate with clients/tenants/members both in person and via mail / email
- Experience providing customer service in a busy environment.

Application: If you'd like to be a member of our growing team please email your resume to HR@CFDI.ca

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

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