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COHO Management Services Society is looking for qualified, passionate candidates to join our dynamic housing property management organization.

The **Maintenance Coordinator** is responsible for the day-to-day coordination of maintenance service to client co-operatives and providing general administration within COHO's operations.
Qualifications

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- Strong time management, organizational and prioritization skills
- Experienced computer user, proficient in: MS Word, MS Excel, and MS Outlook
- Excellent communication skills and people skills
- Professional business manner
- Demonstrate a willingness to be flexible and adaptable to changing priorities
- Strong understanding of building systems, maintenance and trades
- Knowledge of Co-operative Housing is an asset

Responsibilities

Maintenance Coordinator responsibilities include:

- Work order processing (receiving, entering, assigning, scheduling, following up)
- Client quality control and trade company relationships
- Customer service, responding to client inquiries
- Preparing monthly maintenance reports for each client
- Organizing quotes, and bidding/tendering
- Assist in Client billing and monitoring receivables
- Performing a variety of related administrative and staff support duties, including correspondence, reporting, filing and maintaining office space
- Other duties as appropriate to the well-being of the housing cooperative

This is a full time position.

Rate: \$3,162 – \$3,823 monthly

Hours: up to 35 hours per week

Applicants should apply by email with a resume and cover letter to [Michelle Iversen, General Manager](mailto:Michelle.Iversen@coho.bc.ca) to resumes@coho.bc.ca by Wednesday, June 28th 2017.