



220 - 1651 Commercial Drive

Vancouver, BC V5L 3Y3

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coho@coho.bc.ca

Job Posting

Classification: Maintenance Coordinator
Rate: \$3,162 – \$3,823 monthly (starting at \$3,162 monthly)
Hours: up to 35 hours per week

This maintenance coordinator is responsible for the smooth functioning of the maintenance coordination service to client co-ops and provides general administration within COHO's maintenance operations.

Maintenance Coordination

- Receiving and data entry coordinating building maintenance work orders
- Processing work orders from inspections
- Assign work to trades companies
- Arrange access with tenants
- Follow up with trades companies
- Approve invoices for completed work and forward for payment

Reporting and Administration

- Prepare weekly and daily tracking reports
- Prepare monthly reports for each client
- Compile and professionally prepare client reports
- Assist in Client billing and monitoring receivables
- Creating reports and performing a variety of administrative and staff support duties
- Filing and organizing file cabinets

General

- Client quality control and trade company relationships
 - Customer service, responding to client inquiries
 - Dealing with issues with the utmost professionalism and confidentiality
 - Taking meeting notes, daily reports
 - Performs all other duties as assigned by management.
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Interested individuals are invited to email a cover letter and resumes to Michelle Iversen, General Manager at miversen@coho.bc.ca or fax to 604-879-8792