

**COHO Management Services Society is non-profit company providing property management for BC's housing co-operatives. We have been in business for over 30 year and are the largest provider of property management services to housing co-ops in BC. COHO staff are organized in Local 3000 of UNIFOR.**

At COHO, we believe in co-operation among co-operatives with a clear focus on business, in a friendly and positive environment.

We are growing and are seeking individuals, in Vancouver and Victoria, with a strong sense of community who are excited to work with a group of individuals who are making an impact at our social purpose organization. Candidates will possess an understanding of accounting principles and *have a strong* exposure to budgeting and financial reporting. Exposure to the operations and administration of multi-unit residential buildings is an asset. Candidates will be effective communicators and will work closely with residents (co-op members) and contracted maintenance personnel.

### **KEY RESPONSIBILITIES**

- Demonstrate a customer-focused approach in the administration of the operations of a housing co-operative
- Work with the accounting department to process subsidy calculations, monitor expenditures, collect receivables, and code and process expenses associated with the operations of a housing co-operative.
- Provide regular updates to the board of directors of the housing co-op, anticipating problems that will impact the successful operation of the housing co-operative
- Evaluate maintenance requests, set priorities and process work assignments
- Record and transcribe minutes of meetings of the co-op's board of directors
- Ensure compliance with applicable Rules, regulations and operating agreements

### **KNOWLEDGE**

- Post-secondary diploma in office administration, business management or property management or equivalent experience
- Minimum of 3 years' of recent experience as an administrator or business manager
- Knowledge of property management practices including operations of multi-unit residential facility
- Knowledge of effective business communication techniques
- Recent working knowledge of basic computer programs and systems including Excel, Word, Outlook and CRM systems

## **SKILLS**

- Excellent writing, proof-reading and presentation skills
- Excellent time management and prioritization skills
- Strong multi-tasking and organization skills
- Effective problem solving and conflict resolution skills
- Ability to understand financial data and draw conclusions

## **ABILITIES**

- Demonstrated ability to communicate effectively with spoken and written English
- Ability to take initiative and make independent decisions
- Demonstrate a willingness to be flexible and adaptable to changing priorities
- Ability to effectively establish and build professional working relationships with building managers, maintenance employees or other stakeholders
- Ability to perform at a high level in stressful situations
- Ability to communicate well with people in writing and in person with the goal of achieving goals and resolving conflict

Interested candidates should submit a resume and cover letter to [resumes@coho.bc.ca](mailto:resumes@coho.bc.ca) attention Michelle Iversen.