

JOB POSTING

Classification:	Coordinator
Title:	Management & Maintenance Coordinator
Rate:	\$3,736 – \$4,773 monthly
Hours:	35 hours per week

The coordinator is responsible for the day-to-day management and maintenance coordination of the co-operative. They are also responsible for carrying out policies and procedures determined by the board of directors and the general membership and as directed by the co-op representative(s). Where applicable, the coordinator is also responsible for the direction and supervision of other persons contracted or employed by the co-op for any purpose. Travel is required.

QUALIFICATIONS

- BCIT Accounting 1 or equivalent bookkeeping training or experience
- Experienced computer user, esp. MS Word, MS Excel, MS Outlook
- Experience working with multi-unit residential buildings with a strong focus on effective communication with residents and contracted maintenance personnel
- Strong knowledge of building systems and project coordination experience
- Experience conducting regular administrative duties surrounding building maintenance services
- Excellent communication skills and people skills
- Excellent time management skills
- Proven track record of providing proactive quality assurance measures for clients while maintaining trade company relationships
- Demonstrated knowledge of co-operative governance
- Able to maintain confidentiality
- Professional business manner
- Access to a car preferred

RESPONSIBILITIES

Full time coordinator work in housing cooperatives throughout Greater Vancouver including:

- Answering the telephone and taking member inquiries
- Recording cheques and making bank deposits
- Reporting to the cooperative board of directors as necessary
- Preparing monthly financial packages including bank reconciliation, income register, and cheque register
- Maintain A/R & A/P
- Maintain records and prepare correspondence
- Process invoices and prepare cheques
- Submit taxes and prepare homeowner grants
- Prepare minutes as requested by board
- Assist board in interpreting operating agreements
- Undertake credit checks, complete income verifications and administer petty cash fund
- Assist in the administration of investments
- Annual corporate and government filing and reporting
- Other duties as appropriate to the well-being of the housing cooperative
- Prepare monthly management report for each client and present at monthly evening board meeting
- Attend AGM and budget meetings as required

MAINTENANCE COORDINATION

- Receiving and data entry coordinating building maintenance work orders
- Evaluating and processing work orders from inspections
- Effectively and accurately communicate information between the co-op board and the project team
- Assign work to trades companies
- Track the quality of the work being performed and ensure that the co-op's needs are being met in a timely and cost-effective manner
- Arrange access with tenants
- Follow up with trades companies
- Approve invoices for completed work and forward for payment

Please email your cover letter and resume to resumes@coho.bc.ca if you are interested in this opportunity!

CONDITIONS OF EMPLOYMENT

This position requires flexibility to work outside of regular office hours (i.e. evenings/weekends) when necessary. This position may be based on site in the office of multiple housing co-operatives with frequent activities and travel in and around the lower mainland.