



## CO-OP MANAGER

Would you like to work for a non-profit company that has 30 years on their plate of providing property management for BC's affordable housing? COHO Management Services Society is not only BC's largest provider of property management services to housing co-ops in BC, but we are also proud to be certified as a Living Wage Employer.

**Don't have property management experience?** Our Staff Development team invests in training our hires to meet the standards that make us the best at what we do. Our 6-month training program, coupled by ongoing access to support staff and monthly workshops, is what keeps us evolving.

The Co-op Manager is responsible for the day-to-day management and maintenance coordination of the co-operative, and 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, they are also responsible for the direction and supervision of other persons contracted or employed by the co-op for any purpose. Travel is required.

### QUALIFICATIONS:

- Basic bookkeeping training or experience, or knowledge of accounting principles
- Experienced computer user, esp. MS Word, MS Excel, MS Outlook
- General knowledge of building systems
- 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
- Able to maintain confidentiality
- Professional business manner
- Experience working with multi-unit residential buildings and effective communication with residents and contracted maintenance personnel is an asset
- Access to a car preferred

## **RESPONSIBILITIES:**

### **Co-op Management**

Full time Co-op Manager 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

### **Co-op Maintenance Coordination**

- Evaluating and processing work orders from inspections
- Communicate information between the co-op board and the maintenance team
- Assign work to trades companies
- Follow-up on the quality of the work being performed, as needed
- Arrange access with residents
- Follow up with trades companies
- Approve invoices for completed work and forward for payment

## **WHAT'S IN IT FOR YOU?**

- A 35-hour work week which provides a property management experience and allows for more work-life balance

- No requirement of working weekends. You will only be required to work for 2 hours in the evening 1-3 times per month
- 3 weeks of accrued vacation within your first year
- Group benefits (extended health, dental, life insurance) after 3 months of employment, with 70% of the premium paid by COHO
- After 6 months of employment, you start earning 4 weeks of wellness days
- Eligible travel time for onsite clients is incorporated into your earnings
- The winter holidays are a time to enjoy with family and friends. This is why our head office closes and operations cease during the last week of December.

Please email your resume to [resumes@coho.bc.ca](mailto:resumes@coho.bc.ca).

## CONDITIONS OF EMPLOYMENT

This position requires flexibility to work outside of regular office hours (i.e. evenings) 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. Please note that due to circumstances caused by COVID-19, this position may be regularly working from home, the COHO head office and/or co-op sites.

At COHO, we foster a work environment that is inclusive and diverse, where people can be themselves. Every perspective and lived experience are valued so that together, as a co-operative, our interactions with members and the public embodies respect and a sense of belonging.