



**JOB DESCRIPTION:**            **Co-op Administrative Assistant**  
**REPORTS TO:**                **Co-op Manager**

## **CO-OP ADMINISTRATIVE ASSISTANT**

The Administrative Assistant provides marketing, recruitment, and administrative support, and assists with maintenance coordination and other related assignments for the co-op. The Assistant will also handle incoming member/resident inquiries and concerns on a day-to-day basis. This position requires someone who can work independently with minimal supervision. The ideal candidate will be a mature self-motivated individual who can provide excellent customer service.

## **ORGANIZATION OVERVIEW**

The **Community Land Trust (CLT)** has over 25 years' experience in the non-profit housing sector and is the real estate development arm of the **Co-operative Housing Federation of BC (CHF BC)**. Our mission is to acquire, create, and preserve affordable housing for future generations with a focus on development and redevelopment of co-operative and non-profit housing and to work in collaboration with CHF BC and others to further that mission.

## **QUALIFICATIONS**

- Post-secondary diploma in office administration or equivalent experience
- Highly organized, with excellent planning and time management skills
- Reliability, accuracy and attention to detail
- Fast learner, able to take initiative and problem solve
- Excellent interpersonal skills, including judgement, tact, integrity and patience
- Excellent spoken and written English, including proofreading skills
- Able to maintain confidentiality
- Computer proficiency, including knowledge of Windows environments and advanced Microsoft Office skills (Word, Excel, and Outlook)

## **RESPONSIBILITIES**

### **Administrative Support**

- Handle member/resident concerns or co-op inquiries by managing incoming phone calls and emails
- Provide word processing and other computer support
- Maintain records and prepare correspondence and notices
- Maintain adequate inventory of office supplies
- Assist in marketing, including advertising and organizing orientation sessions for the building(s)
- Conduct viewing of units to prospective members/residents
- Co-ordinate interviewing of prospective members/residents
- Undertake credit and landlord checks
- Assist in the processing of A/R and A/P if necessary
- Assist with the coordination of the move-in and move-out process
- Process necessary documentation for new members/residents
- Assist with annual, corporate, and government filing and reporting
- Ensure compliance with the CLT Building Keys and Locks Policy for co-ops and/or non-profit partners, including issuing, replacing, and exchanging keys and fobs
- Assist with CLT Building Policy compliance

### **Maintenance Co-ordination Support**

- Administer work order tracking system
- Perform move-in and move-out unit inspections and coordinate building access when required
- Assist with maintenance co-ordination for individual units
- If necessary or in the absence of other staff, assist with emergency maintenance co-ordination during regular working hours

### **Other**

- Perform other duties when necessary and as directed by Co-op Manager

## **WORKING REQUIREMENTS**

1. Ability to work a flexible schedule that is located at the co-op office and may include working on some or both weekend days.

2. If required, the ability to work outside of this role's regularly scheduled workweek (i.e. statutory holidays and evenings.) This may include working remotely and/or on-site to help with the move-in and move-out process or to meet other operational needs.
3. Ability to work evenings to attend meetings and educational events or to meet operational needs
4. Ability to meet intensive and changing deadlines
5. Flexibility to work on-site in the office of multiple housing co-operatives with frequent activities and travel in and around the Lower Mainland
6. Access to a vehicle is required

Compensation: we offer a competitive salary and benefits package

Employment Type: Full-time

Please send your resume and cover letter outlining your background and why you want a career in the Community Housing Sector to [careers@cltrust.ca](mailto:careers@cltrust.ca)