

## JOB POSTING

Classification:	Coordinator
Title:	Management & Maintenance Coordinator (2 Positions)
Rate:	\$32 – \$37.28 per hour
Hours:	35-40 hours per week
Closing Date:	August 29, 2024

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

- 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**

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**

- 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

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

We thank all applicants for their submissions, however, only those persons selected for an interview will be contacted.

### **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.

The incumbent must be able to lift and carry up to 25 lbs, as well as have the manual dexterity to type, file documents and operate machinery. In addition, as required at co-op sites, the incumbent must be able to walk short distances/climb stairs.

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.