

Job Posting

Administrative Manager - Co-op

Mid-sized downtown Toronto Co-op is looking for a full-time administrative manager (37 1/2 hours) to oversee and manage the day-to-day operation of the Co-op, under the direction of the Board of Directors. The co-op has full-time maintenance staff and a contract bookkeeper.

Responsibilities include:

- Financial Management
- Administrative Property Management
- Government and Corporate Relations
- Legal Issues, Arrears and Subsidy Administration
- Membership and Community Development
- Hiring and Supervising Other Staff

Qualifications:

- Minimum of 10 years experience as a manager
- Strong organizational and communication skills.
- Experience in supervising staff and interacting with corporate and individual service providers
- Proficiency in word-processing, spreadsheets, databases
- Human Resources background and interpersonal skills
- Strong financial and budgeting background
- Experience in acting as a resource and support for the Board of Directors, for committees, and for community development work.
- Ability to work with volunteers in a diverse community
- Proven ability to work within and revise existing policies and procedures
- Experience and proven success in marketing
- Ability and willingness to adapt and learn
- Legal background

The Co-op offers a competitive salary and comprehensive benefits commensurate with the candidate's qualifications.

Application deadline: Monday, November 16, 2009 at 4:30 p.m.

Please mail a cover letter and resume to:

:
Administrative Manager Applications
c/o 160 John Street, Suite 401
Toronto, ON M5V 2E5