

JOB POSTING

Position: Property Manager
Employer: Mills Community Support Corporation

Position Type: Full-time
Job Location: Almonte (Ottawa), ON
Application Deadline: August 15, 2010

JOB DESCRIPTION:

Mills Community Support Corporation is seeking a Property Manager for its 110 non-profit housing units and 6 residential homes. Located only minutes from Ottawa, our innovative Corporation provides community services of Non-Profit Housing, Home Support and Services for Individuals with Intellectual Disabilities.

As Property Manager, you will be responsible for the management, and successful operation of a number of properties as well as promoting positive relationships with our tenants.

Duties include (but are not limited to):

- Ensure properties are well maintained and managed in accordance to approved budgets.
- Lease administration, income verifications and rent-geared-to-income calculations.
- Regular site inspections and management of work orders for maintenance, repairs and renovations.
- Enforce landlord and tenant obligations.
- Arrears management and supervision of rent collection.
- Supervision of Property department staff and contractors.
- Project Management of Provincial funding projects.
- Provide reports for management, service managers and board.

The successful candidate will have a professional attitude, superior organization, computer and communication skills. A valid driver's license is required for this role.

Qualifications: A minimum of 5 years non-profit property management experience. A University Degree in Business Administration, Engineering or equivalent recognized Property Management program. A demonstrated knowledge of Ontario's Residential Tenancies Act and the Social Housing Reform Act.

Full job description available upon request.

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APPLICATION METHOD:

Please forward your resume by August 15, 2010 to:

Mills Community Support Corporation, P.O. Box 610, Almonte, Ontario, KOA 1A0
Attention: Patti Fee info@themills.on.ca.

Only those candidates selected for an interview will be con

**Please apply only using the methods listed above.*