



L. Simpson Management Services Inc.

Housing Manager Job Posting

Salary: Commensurate with experience, benefits include a benefits package (i.e. dental, drugs, extended health life insurance etc.)

Location: Ottawa, Ontario

Job Type: Part Time Housing Manager

LSM Services is a dynamic medium sized management company providing management services to housing co-ops and non-profits in the Ottawa area. We are seeking a candidate who enjoys working in a team environment, is able to work independently and has strong leadership skills.

We ensure the success of communities through sound management and have a strong commitment to providing client focused services. We deliver excellent client services, effective and focused support to volunteer boards of directors, efficient office management and timely reporting.

Qualifications:

Candidates for this position should have:

- excellent organizational, time management and administrative skills,
- the ability to communicate effectively and work well with members from various cultures and socio-economic groups,
- experience with board and committee support, including meeting facilitation,
- working knowledge of rent-geared-to income subsidy programs
- experience supervising staff and overseeing contractors
- proficiency in English and French, knowledge of other languages is an asset,
- University and/or College Diploma and/or property management accreditation
- 3 to 5 years' experience in Property Management managing the operations of a Non-Profit including the preparation of annual budgets, cash flow statements and preparation of Annual Information Returns,
- knowledge of the *Residential Tenancies Act*, and *Ontario Co-operative Corporations Act*
- good working knowledge of Microsoft Office Suite Software, including: MS Word, Excel and PowerPoint and HM Worx.

Job Duties:

The manager will be responsible for the overall financial, administrative and property management for their assigned clients.

Some evening work could be required, including attendance at board meetings.

If you'd like to be a member of our team, please submit your resume on or before **Friday, March 1, 2019** to yvonne@lsmervices.ca

We thank all interested candidates. However, only applicants selected for an interview will be contacted.