



About VPCH

Incorporated in 1974, Victoria Park Community Homes is one of the oldest and largest private non-profit housing corporations in the Province of Ontario. Our portfolio that we own and manage has grown to over 3,122 apartments, townhouses, and single-family homes located across Southern Ontario.

We pride ourselves on providing outstanding service to our residents, prospective residents, service delivery partners and other stakeholders.

Join our Team!

Victoria Park Community Homes is built on a strong foundation of teamwork, collaboration and entrepreneurship. It is this foundation that attracts and retains our passionate, dedicated workforce and fuels our competitive spirit and desire to be the affordable housing provider and manager of choice in the communities that we serve.

WE HAVE AN IMMEDIATE OPENING FOR A FULL-TIME, PERMANENT, PROPERTY MANAGER SUPPORT

Position Summary

The primary role of the Property Manager Support is to provide on-site customer services and administrative support to the Property Managers and Manager of Resident and Property Services, serving the Region of Peel and Region of Halton properties.

What's in it for you?

At Victoria Park Community Homes, we value you, your contributions, and your commitment. We maintain a positive and professional work environment, where every team member feels valued and a part of the VPCH family. As part of our competitive salary and compensation package, we offer a full range of benefits, including:

- Competitive salary and annual performance reviews
- Comprehensive benefits package (extended health, dental, vision)
- Employee and Family Assistance Program
- Paid Professional Training and Development & Education Reimbursement
- Regular Team Events
- DC Pension Program with up to 6% employer contribution
- Paid Vacation and Sick/Personal time

And more!



What will you be doing?

- Office reception and first point of contact with residents and the public.
- Respond to telephone enquiries and resident concerns and escalate to Property Manager or Resident and Property Services Manager where necessary in accordance with Victoria Park Customer Service Standards.
- Provide administrative and clerical support to Property Manager(s) and Manager of Resident and Property Services (as applicable), including but not limited to scheduling assistance, file maintenance, data entry, preparing and serving notices to residents, and other tasks as assigned.
- Schedule, coordinate, and prepare for monthly Client Board of Directors Meetings.
- Assist with rent collection and processing deposits.
- Assist with unit turnover and unit inspection processes.
- Assist with Rent-Geared-to Income (RGI) income verification process and RGI rent calculations.
- Prepare, update and monitor various reports and distribute when necessary.
- Follow up on Rent Collection, Reports on appropriate due dates.
- Maintain a record of all distributed rent receipt books.
- Maintain Resident database by inputting tenant move-out dates, evictions, associated amendments, telephone numbers, and email addresses.
- Draft vacate letters for signature and notify Utilities of move-outs within required timeframe.
- Prepare form letters to Residents for delinquent Utility invoices.
- Draft letters as instructed by Property Managers in response to Resident complaints, permission requests, and/or confirmations.
- Correspond and coordinate scheduling of trades, including facilitating entry to units.
- Maintain Maintenance Request Form Tracker.
- Maintain client internal and external waitlists.
- Provide vacation and illness coverage for Property Manager.
- Maintain, update and monitors monthly automatically distributed of Aging Receivable and Rent Roll Reports to Property Managers.

What you need

- Have a minimum of 2 years of experience in related field
- A valid and unrestricted Class G driver's license for the class of vehicle operated and access to a reliable vehicle.
- Possess an excellent organizational skill, ability to multi task and problem-solving skills.
- Skills in transcription report and specification writing and typing are a benefit.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook).
- Experience with YARDI Voyager considered an asset.



- Possess excellent ability to communicate effectively both written and orally
- Adept in all aspects of standard office procedures.
- Knowledge of the Housing Services Act, the Residential Tenancies Act, and other relevant legislation and the affordable housing industry is a strong asset.

Special Requirements

- Must be bondable and prepared to execute the Bondability Affidavit
- Successful candidates will be subject to a current and satisfactory Police Check at their expense
- This position is open only to those legally entitled to work for any employer in Canada

Working Conditions

- Regular hours of work are 8:30 a.m. to 4:30 p.m., Monday to Friday with occasional work required outside of regular office hours.
- This position requires travelling between sites in Region of Peel (occasionally also Region of Halton).
- Place of work is smoke free.

Apply Now!

For more information on our Company, please visit our website at www.vpch.com.

To apply, please *submit your resume and cover letter to recruiter@vpch.com by **Friday, May 19th, at 4pm.***

Victoria Park Community Homes will accommodate people with disabilities throughout the recruitment and selection process. Applicants are requested to make their needs known in advance if accommodation is required.

We appreciate the interest of all applicants in employment opportunities with Victoria Park Community Homes.

Only those selected for an interview will be contacted.

No phone calls or placement agencies, thank you.