

THE AGENCY FOR CO-OPERATIVE HOUSING

With its head office in Ottawa, the Agency for Co-operative Housing administers the operating agreements between Canada Mortgage and Housing Corporation (CMHC) and more than 500 housing co-operatives. We have regional offices in Calgary, Vancouver and Toronto.

Relationship Manager British Columbia Regional Service Centre, Vancouver Full Time

Reporting to the Manager, Operations, BC/ Prairies the Relationship Manager monitors the compliance of co-op housing clients with their operating agreements, while developing a productive working relationship with each one. He/she reviews the risk rating assigned to co-ops in order to help them to improve their results. When requested, he/she implements approved intervention protocols and monitors compliance with workout conditions. The relationship manager is a self-starter who works well both individually and with a team.

The successful candidate has

- excellent analytical and financial skills
- knowledge of accounting principles relating to property management
- experience in applying regulations, policies and/or legislation
- significant experience in managing housing co-ops, non-profit housing organizations or property management
- excellent oral and written communication skills, including plain-language writing
- a university degree or equivalent experience.

He/she has demonstrated excellent client service skills, as well as interpersonal and conflict-resolution skills. He/she has excellent time-management skills and is able to juggle many priorities in an efficient manner.”

He/she communicates effectively in English. Ability to read and speak French and a thorough working knowledge of federal programs and legislation affecting housing co-operatives are assets.

If interested, please send your resume to Sylvie Moreau at sylvie.moreau@agency.coop no later than Sunday February 5. We will contact only those candidates whom we wish to interview.

www.agency.coop