

Employment Opportunity: Building Administrator (20 hours per week)

The Office of Planning, Property & Housing is currently seeking a Building Administrator for Immaculate Conception Seniors Residence, a non-profit 38-unit seniors' residence, located at 61 Ash Street, Port Perry.

This position will be of interest to individuals who are looking for a rewarding and challenging part-time position (20 hours per week) in building administration. The successful applicant will possess strong administrative, organizational and interpersonal skills. Previous residential property management experience, knowledge of RTA and RGI administration are strong assets.

Preferred start date is March 1, 2026. Criminal background check is required.

If you are interested in the position, please e-mail your resume to pph@archtoronto.org

Key responsibilities:

- Property management and office administration
- Rent collection, vacancy and arrears management, with timely and expeditious turnover of vacant units in order to minimize rent loss
- Preparation of legal forms, in conformance with the *Residential Tenancies Act*
- Lease administration, tenant liaison, property maintenance management.
- Administration of payroll and personnel record, hiring and performance evaluation of building staff
- Bookkeeping, preparation of periodic financial statements and budgeting
- Office and building inventory maintenance
- Tenant file administration, ensuring files are kept up to date and complete, including but not limited to rental applications, lease agreements, amendments, renewals and terminations, notices, tenant letters and other documentation.