

Job Posting

Title: Operations Coordinator

Company: CJM Property Management

Location: Kingston, Ontario

Status: Full Time

Purpose

The operations Co-ordinator is responsible for co-ordinating and improving CJM Operations such as turnovers, contracted services for systems such as fire alarms, generators and elevators, tracks TSSA orders, manage energy consumption records and analysis and work order records. The Co-Ordinator will review processes on an ongoing basis to improve and streamline those processes to improve quality, productivity and efficiency. The Operations Co-ordinator will participate in an on-call rotation with the Maintenance Manager and Maintenance Supervisor.

Key Responsibilities

Ensures appropriate data management tools are in place and functioning effectively:

- Implements best practices for operations management, as they apply to property management.
- Co-operates with the Maintenance Manager to develop metrics for success in property management by developing solutions to improve operational issues and processes and eliminate problems.
- Identifies system to trace performance for the Property Manager, the Maintenance Manager and the Supervisor.
- Develops and implements processes to identify and track work orders and maintenance tasks.
- Contributes analysis to the Director of Property Management.
- Monitor all contracts for services and suppliers.
- Monitors and keeps records for all issues involving, elevators, fire safety, security, etc.
- Maintains information about program and staff meetings.
- Supports internal relationships.

Laws, Occupational Health and Safety, Codes, Policies and Procedures

- Comply with the Occupational Health and Safety Act and regulations and CJM's health and safety policies
- Report unsafe acts, hazardous or unhealthy conditions to management
- Ensure that unsafe conditions are corrected in a timely manner

Skills

Familiar with principals of:

- Property Management
- Operations management, including quality control

- Process management
- Project management
- Skilled in the use of computers and various software applications including spreadsheets and tracking systems.
- Initiative.
- Problem solving.

Education and Experience

- College diploma
- Minimum two years' relevant experience
- One-year administrative experience
- Familiarity with the Residential Tenancies Act, the Fire Protection and Prevention Act, the Ontario Human Rights Code
- Familiar with Ontario Building Code and Ontario Fire Code.
- Possesses a valid driver's license.
- Has use of a personal vehicle for use on this job.
- Familiar with the *Ontario Building Code* and *Ontario Fire Code*

Core Values

In order to achieve success, the CJM Property Management Ltd. team must embrace certain core principles and values.

- We do the Right thing
- We are accountable
- We treat Everyone with Respect
- We are committed to Success

Working Conditions

- This position involves the risk of prolonged sitting and repetitive strain injuries.
- Travel between buildings and job sites required.

If you are interested in this opportunity, please forward your resume to employment@caraco.ca

CaraCo would like to thank all applicants, however only those who qualify for an interview will be contacted.

CaraCo is an equal opportunity employer.

CaraCo welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidate taking part in all aspects of the selection process.