



Bilingual (French/English) Leasing Officer

Gloucester Housing Corporation is a growing non-profit business offering affordable and market rent community housing, located in the east of Ottawa.

Reporting to the Housing Manager, the Leasing Officer will work as part of a team to deliver excellent customer services to Gloucester Housing tenants.

We are looking for someone who is:

- committed to a high standard of customer service
- a team player
- skilled at dealing with people with a range of life experiences and complex needs
- knowledgeable and experienced in property management
- highly organized and capable individual

Requirements of the job:

Excellent interpersonal and communication skills

Excellent oral skills in English and French

Good writing skills in English and French

Knowledge of Residential Tenancies Act and Housing Services Act

Experience in calculating rents for subsidized housing

Proficient with Windows, MS Word, Outlook and Excel, skill and accuracy in data entry and databases in a network environment

Superb organizational and time management skills

Access to working vehicle and valid licence

Preferences:

Knowledge of social housing and community resources

An undergraduate degree and/or housing qualification

Work experience in a cross cultural environment

Fluency in a third language

A competitive salary and benefits package is available to the successful candidate. Salary dependent upon skills and experience.

Please submit a resume and cover letter to info@gloucesterhousing.ca by 5pm, Friday November 7th, 2014. Job description is available upon request.