



Cornwall & Area Housing Corporation
Société de logement de Cornwall et de la région

1916, rue Pitt Street, # 11, Cornwall, Ontario K6J 5H3

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Client Services Clerk – Temporary Full-Time (One Year)

Reference: 2021-004

Cornwall and Area Housing Corporation is seeking a bilingual individual to fill the position of Temporary Full-Time Client Services Clerk.

Applicants must possess the following qualifications:

- Minimum of 3-5 years recent financial experience;
- Data entry skills;
- General working knowledge of Word and Excel;
- Ability to communicate effectively in English and in French, both orally and in writing;
- Basic knowledge of the Residential Tenancies Act as well as the Housing Services Act;
- Experience using Yardi software would be an asset;
- Knowledge of Ontario Health & Safety standards;
- Must provide a Vulnerable Sector Police Background Check to the Corporation's satisfaction.

Reporting to the Manager of Client Services, the Client Services Clerk is responsible for providing support to the Customer Service department by ensuring coordination and accuracy of tenant information, completeness of documentation and timely data input. Specific duties include: maintaining tenant files, preparing rental agreements and addendums, preparation of lease documents, geared to income rent calculations, coordination of information and input related to tenant move-in and move-out.

The Cornwall and Area Housing Corporation offers a competitive hourly rate of pay.

Applicants are invited to submit resumes and proof of qualifications by noon on August 4, 2021.

The Cornwall and Area Housing Corporation
Attention: Manager of Client Services
Cornwall and Area Housing Corporation
1916 Pitt Street, Unit 11
Cornwall, Ontario K6J 5H3
Fax : 613-938-6280
E-mail: info@cahousing.ca

Cornwall and Area Housing Corporation is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for interviews will be contacted. Une copie de ce document est disponible en français en communiquant au 613-938-7707 (poste 11).