



THE AGENCY  
FOR CO-OPERATIVE  
HOUSING

L'AGENCE  
DES COOPÉRATIVES  
D'HABITATION

## Job Posting

### The Agency for Co-operative Housing

The Agency for Co-operative Housing administers the operating agreements of 500 not-for-profit housing co-operatives in PEI, Ontario, Alberta and British Columbia on behalf of Canada Mortgage and Housing Corporation. A non-governmental organization, the Agency is based in Ottawa with regional service delivered from Toronto, Calgary and Vancouver.

Work Location

Flexible

#### **Team Leader, Human Resources and Administration Full Time (37.5 hours per week)**

The Team Leader, Human Resources and Administration provides specialist support to the Director, Corporate Services in managing the Agency's human-resources programs and ensuring the provision of effective administrative support across the organization. The Team Leader assists with staff recruitment, co-ordinates onboarding and initial training of Agency employees and administers employee compensation and performance-management programs and terminations. They respond to enquiries from managers and employees about the Agency's human-resources services and programs and ensure that internal policies and legislated requirements are observed.

The preferred candidate has

- a post-secondary degree or diploma in human resources or equivalent experience
- sound knowledge of salary and benefits administration and associated legislative requirements
- superior attention to detail
- ability to maintain a high level of confidentiality
- ability to organize tasks, set priorities and work independently
- a strong customer-service orientation
- time-management skills and the ability to set priorities
- bilingual qualifications (English and French).

Salary: Commensurate with experience.

The Agency for Co-operative Housing is committed to employment equity and encourages applications from all qualified candidates. Upon request, we will arrange accommodation for out-of-town candidates with a scheduled interview.

If this position interests you, please send your resume in confidence to Sirikit Moreau at [smoreau@agency.coop](mailto:smoreau@agency.coop). We will contact only the candidates we wish to interview.