



PROPERTY MANAGEMENT ASSISTANT

Haldimand Norfolk Housing Corporation

Location: Simcoe, Ontario

Employment Type: Full-Time, Contract (up to 18 Months)

Union: CUPE Local 4700

Hourly Rate: \$25.43-\$31.78

Hours: 35 hours per week

Support tenants. Strengthen communities. Make an impact.

Haldimand Norfolk Housing Corporation (HNHC) is the largest social housing provider in Haldimand and Norfolk and one of Ontario's Independent Local Housing Corporations. We provide safe, affordable, quality housing to hundreds of families, seniors, and individuals across our communities.

We are seeking a **Property Management Assistant** for an up to 18-month full-time contract to support our Property Management team. This position plays a critical role in ensuring accurate rent calculations, lease administration, maintenance coordination, and responsive tenant service across our housing portfolio.

This is an ideal opportunity for a highly organized administrative professional who thrives in a fast-paced environment and wants meaningful public-sector experience supporting social housing operations.

What You'll Do

- Coordinate and implement annual lease renewals, income reviews, and rent subsidy calculations
- Prepare and issue legal notices and correspondence in accordance with housing legislation
- Input and maintain accurate tenant and rent information in corporate software systems
- Process rent adjustments, retroactive calculations, and ledger updates
- Support the unit offer process and tenant placement procedures
- Serve as the primary intake for maintenance requests and issue work orders to contractors
- Monitor outstanding work orders and coordinate internal and external repairs
- Prepare landlord and tenant forms (including N4s and N5s) for review and signature
- Support move-ins, move-outs, transfers, and tenant file management
- Communicate daily with tenants, contractors, agencies, and the Municipal Social Housing Department
- Provide clerical and administrative support to the Property Manager

- You will work within Provincial and Federal legislation including the Residential Tenancies Act, Housing Services Act, MFIPPA, PIPEDA, and related housing regulations.
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What We're Looking For

- Grade 12 diploma plus post-secondary education (1–2 year program) in Business Administration, Accounting, or a related field — or equivalent experience
- 1–2 years of experience in accounting, rent calculations, housing administration, or related office environment
- Experience interpreting income documentation and performing detailed calculations
- Strong knowledge of general office procedures and database systems
- Proficiency in Microsoft Office; experience with Yardi or similar housing software considered an asset
- Excellent written and verbal communication skills
- Strong organizational and multi-tasking ability
- Ability to manage deadlines tied to legal processes and subsidy timeline.
- Professional, tactful approach when working with tenants, including in difficult situations

This role requires attention to detail, confidentiality, and the ability to work independently while contributing to a collaborative team environment.

Why Join HNHC?

- Be part of an organization that directly improves lives in your community
 - Gain valuable experience in social housing administration and legislative compliance
 - Work alongside an experienced and supportive leadership team
 - Meaningful, community-based public-sector work
 - Opportunity to participate in the OMERS pension plan
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How to Apply

Interested candidates are invited to submit a resume and cover letter outlining their experience and interest in the role.

Applications should be marked **“Confidential”** and submitted by **4:00 p.m. on Thursday, April 2, 2026.**

Resumes and cover letters submitted by email must be in **Word or PDF format.**

Apply to:

Becky Duarte, Financial & Human Resources Coordinator
Haldimand Norfolk Housing Corporation
Unit 2 – 25 Kent Street North
Simcoe, Ontario N3Y 3S1
Email: hnhc@hnhousing.ca | Fax: 519.426.7630

Position Requirements & Location

This position requires a valid Class G driver's licence

As a condition of employment, the successful candidate will be required to obtain a satisfactory Criminal Records & Judicial Matters Check prior to commencing employment.

Work Location: Simcoe, Ontario, with travel throughout Norfolk County and Haldimand County.

The successful candidate must comply with all Health and Safety policies and practices applicable to the position and workplace.

Applicants are responsible for ensuring their application is received by the closing date and for providing accurate information regarding qualifications, licences, and related experience. Any misrepresentation or omission of information may result in disqualification or, if employed, discipline up to and including termination.

Equity, Accessibility & Privacy

Haldimand Norfolk Housing Corporation is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes.

Accommodation will be provided for applicants throughout the hiring process, up to the point of undue hardship. Applicants requiring accommodation are encouraged to contact the office as soon as possible to make appropriate arrangements.

Personal information collected through the application process will be used solely for the purpose of determining qualifications for employment and will be handled in accordance with applicable privacy legislation.

