



Wasausink Lands Inc.

JOB POSTING: LEASING & OFFICE ADMINISTRATOR

Wasausink Lands Inc. | Parry Sound, Ontario | Status: Full-Time
Reports to: Office Manager

Wasausink Lands Inc. is seeking a highly organized, professional, and dependable Leasing & Office Administrator to support the administration of approximately 244 cottage lease lots. This full-time role combines leasing administration, tenant relations, property inspections, Board support, and general office duties in both office and field settings.

Key Responsibilities

- Maintain lease agreements, tenant files, insurance records, septic records, and secure electronic and paper filing systems.
- Support lease transfers, cottage sales, reference checks, inspections, legal documentation, approvals, and transaction records.
- Conduct regular site visits, document property conditions, monitor compliance, and report maintenance, road, safety, or infrastructure concerns.
- Provide professional front-line service to tenants, brokers, lawyers, visitors, management, and governing authorities.
- Prepare reports, meeting materials, minutes, correspondence, newsletters, notices, and Board-related documentation.
- Assist with general office operations, communications, phone coverage, mail, vehicle logs, health and safety procedures, and other duties as assigned.

Qualifications and Skills

- College diploma or equivalent experience in administration, property management, or a related field.
- Strong communication, interpersonal, organizational, time management, and customer service skills.
- Ability to work independently, manage multiple priorities, maintain confidentiality, and exercise sound judgement.
- Experience with records management, data entry, computer systems, and office software.
- Knowledge of building practices, inspections, Ontario Building Code, or septic regulations is considered an asset.

P.O. Box 238
Parry Sound, Ontario
P2A 2X3

Phone
705-746-7601

Fax
705-746-8696

President

Gail Pegahmagabow

Board Members

Deborah King

Margaret Partridge

Marlene Munroe

Wanda Rice

Corporate Members

Dianna Tabobondung

Laureen Pawis



P.O. Box 238
Parry Sound, Ontario
P2A 2X3

Phone
705-746-7601

Fax
705-746-8696

President

Gail Pegahmagabow

Board Members

Deborah King
Margaret Partridge
Marlene Munroe
Wanda Rice

Corporate Members

Dianna Tabobondung
Laureen Pawis

Wasausink Lands Inc.

- Valid Class G driver's license, clean driving record, and ability to be bondable.

Working Conditions

This position includes office-based work and outdoor field inspections, with travel within the cottage subdivision required. Seasonal workload fluctuations should be expected, with peak activity between April and October. Occasional evening or weekend work may be required based on operational needs and direction from the Board of Directors.

About Wasausink Lands Inc.

Wasausink Lands Inc. supports employment, training, and business development opportunities that benefit Wasauksing community members and help build skills for meaningful employment.

How to Apply

Interested applicants are invited to submit a resume and cover letter by **September 18, 2026** to Tina Tabobandung at officemgr.wli@gmail.com or by mail to **P.O. Box 238, Parry Sound, ON P2A 2X4**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Wasausink Lands Inc. is committed to an inclusive and accessible recruitment process. Applicants requiring accommodation during the recruitment selection process are encouraged to advise WLI so appropriate arrangements can be made.