

Job Posting
Contract Administrative Assistant
Humberview Housing Co-op

Humberview Housing Co-op is a diverse, multicultural community in Toronto. The co-op is composed of 140 units in a high-rise building in Weston.

Responsibilities and requirements include:

- General reception and assistance to members
- **Information Management on HMWORX, including RGI**
- Maintaining membership waiting lists & unit allocations
- Scheduling member move-ins and move-outs
- Maintaining Parking System & records
- Filing and general office work
- Able to work effectively with a diverse community
- Organized, reliable, self-directed – detail oriented
- Co-op knowledge preferred

Computer skills required:

Word, HMWORX, Newview NPH, Windows 10

Position:

25 hours per week – some evening meetings may be required

Flexible working hours.

Salary commensurate with experience

Deadline: May 30, 2019

Please address your resume to:

Hiring Committee
Humberview Housing Co-op
2100 Weston Rd. Unit 100
Weston, Ont. M9N 3W6
Fax: (416) 614-2973
Email: Humber1@rogers.com

Please no phone calls, and only selected applicants will be contacted.