

Margaret Laurence Housing Co-operative
81 Dalhousie Street
Toronto, Ontario M5B 2N1

Administrative Assistant

Part time – 25 hours per week with some evening and weekend work

Margaret Laurence Housing Co-operative, funded by the Province of Ontario and administered by the City of Toronto, is a 149-household diverse and inclusive apartment building with complex needs located in the Church and Dundas area.

The co-op is seeking an Administrative Assistant with strong administrative skills with the ability to multi-task and supervise when needed. This position may require some working into the early evenings.

The Administrative Assistant is a support person to and is directed and supervised by the Manager.

Qualifications

- Experience in a co-operative housing environment
- Ability to multitask and handle fast-paced situations
- Pleasant, tactful and effective people skills
- Excellent time-management, communication and organizational skills
- Computer literacy in Microsoft, Office, Word, PPT, and Excel
- Knowledge of HMWorks (training can be made available)
- Ability to work alone and/or in a team environment
- Ability and willingness to learn new skills easily
- Familiarity/knowledge of RGI/Waitlists an asset.

Responsibilities

- General office administration
- Support to all standing committees and Maintenance Staff
- Co-ordinate move ins and move outs
- Subsidy calculations

- Assist with preparing agendas, correspondence and reports for board and committees
- Prepare and distribute notices and information to all members
- Taking minutes of meetings
- Maintaining work order and member database

Three references must be provided at the interview.

Deadline for applications:

Friday, March 27, 2020

Send resumes to:

mlhcoffice@bellnet.ca

Attention: Hiring Committee, Margaret Laurence Housing Co-operative

NO PHONE CALLS PLEASE.

We thank all interested candidates. Only applicants selected for an interview will be contacted.