

FRED DOWLING CO-OPERATIVE INC.

Job Posting

Administrative Assistant

Position: Permanent part-time (21 hours per week)

Salary: \$19-23 per hour (commensurate with experience), plus group benefits and three weeks of vacation time to start

Application Deadline: Friday, January 3, 2025

About Us: Fred Dowling Co-operative is a vibrant, 72-unit, federally-funded townhouse and apartment complex in Toronto's west end with a diverse community.

Position Overview: Reporting to the Manager, the Administrative Assistant will assist in providing services to the co-operative's members in this front-facing role:

- Handling inquiries from members and external parties, providing excellent client care
- Basic financial duties including housing charge collection
- Assist with waiting lists, move-ins and move-outs, and subsidy administration
- Work order processing and liaising with maintenance staff and contractors
- General office administration including filing, correspondence, and office reception
- Some evening work is required
- Other administrative duties as assigned by the Manager

Qualifications: We are seeking a friendly, reliable, and highly organized individual who can work with minimal supervision, responds well to direction, and uses good judgement to make appropriate decisions.

- 3-5 years of customer service experience is required
- 3 years of administrative experience is required and basic understanding of bookkeeping practices.
- Experience with housing, subsidy administration, social services, and volunteers are assets
- Proficiency with office equipment and software including Microsoft 365 (Teams, Word, Excel, and Outlook), NewViews NPH, and HM Worx
- Must be able to work both independently and as part of team and work effectively with volunteers using an equity, diversity, and inclusion lens
- Excellent spoken and written communication skills
- Demonstrated ability to handle confidential information in a professional manner
- Effective at prioritizing tasks and responsibilities with attention to detail, and demonstrates ownership of responsibilities

Work Environment: Primarily in-person, with some flexibility for remote work; e.g., virtual meetings.

How to Apply: Please submit your resume and cover letter in a single document to manager@freddowlingcoop.ca with the subject line, "*Job Application – [Your Name]*." We thank all applicants for their interest; however, only those selected for an interview will be contacted. No phone calls, please. Note that a job offer is contingent upon the successful completion of a background check.

Fred Dowling Co-operative is committed to employment equity and encourages applications from all qualified candidates.