

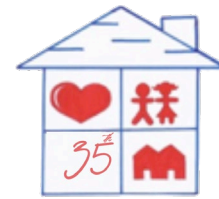
MILLIKEN Co-operative Homes Inc.

10 Alton Towers Circle, Unit #44, Scarborough, Ontario, M1V 5A1

Telephone: 416-291-9145 Fax: 416-291-0996

Email: manager@millikencoop.com

Website: www.millikencoop.com



Administrative Assistant – Full-Time Position

Milliken Co-operative Homes Inc. is a 102-unit townhouse co-operative community located in east Scarborough. The Co-operative is seeking a dependable and detail-oriented Administrative Assistant to provide full-time administrative and office support.

Reporting to the Property Manager, the Administrative Assistant will support day-to-day office operations, member and supplier communications, records management, and basic financial administration in a professional and service-oriented manner.

Key Responsibilities:

- Provide administrative support for daily office operations, including scheduling, correspondence, filing, records, notices, and document preparation.
- Respond to inquiries from members, residents, suppliers, and community partners in a professional and timely manner.
- Assist with invoices, deposits, pre-authorized payments, subsidy documentation, and basic financial administration.
- Support the Property Manager with committee administration, trades access, budget tracking, purchasing, and audit documentation as required.

Qualifications and Experience:

- Two to three years of administrative experience.
- Strong organizational, communication, interpersonal, and customer service skills.
- Proficiency with Microsoft Office, including Excel.
- Basic bookkeeping knowledge; experience with NewViews is considered an asset.
- Experience in a non-profit, co-operative, or volunteer-based environment is preferred.

Employment Details:

- Full-time, on-site position located in east Scarborough.
- Monday to Friday schedule, 37.5 hours per week.
- Compensation range of \$20.00 to \$24.00 per hour, plus benefits.
- Community-focused, not-for-profit co-operative housing environment.

Location/Schedule: On site in east Scarborough, Monday to Friday, 37.5 hours per week

Compensation: \$20.00–\$24.00 per hour, plus benefits

Application Deadline: July 31, 2026

Interested candidates are invited to submit their resume for consideration.

Application Instructions: Please submit your resume to talentstaffing@millikencoop.com

No phone calls, please.