PRIMROSE HOUSING CO-OPERATIVE INC
1541 DAVENPORT ROAD

TWO BEDROOM (NON SUBSIDIZE) UNIT AVAILABLE

Apartment
$775.00 - utilities extra
parking $35.00 - outdoor

Available October 1st, 2009

We are located on Davenport Road between Lansdown and Dufferin. If you are interested in a family atmosphere, close to schools, parks and TTC please contact Primrose by:

Phone (416) 537-9394 or
email primrosecoop@bellnet.ca -

INFORMATION SESSION

Bamburgh Circle Housing Co-operative

47-150 Bamburgh Circle
Scarborough, On M1W 3V7

Monday, September 28 at 7.00pm

All interested persons must attend an information session before applying for membership. This session provides information on how our co-op works and on our committee structure. The presentation will be followed by a question and answer period. This will assist you in deciding whether or not co-op living is right for you.

Our Co-op is located in the Warden & Steeles area of Scarborough and is comprised of ninety four three and four bedroom townhouses.

Market rent:	3 bedroom unit	$1,028.00	plus utilities
Market rent	4 bedroom unit	$1,114.00	plus utilities

NO SUBSIDY FUNDS.

Contact Information:
We will welcome anyone who is interested in becoming a member of our Co-op. If you need more information please contact us at one of the numbers listed below.

Tel # 416-494-9533 Fax # 416-494-4123

e-mail: bchouse@rogers.com

APPLICATION FORMS WILL ONLY BE DISTRIBUTED AT THE INFORMATION SESSION.

Part Time Cleaning Contract

Windmill Line Co-op Homes is looking for an experienced cleaner to assist with special cleaning projects in our building.

Job requirements:

- Experience cleaning in a commercial or multi-unit residential setting
- Ability to work independently to complete projects as assigned
- Knowledge of cleaning techniques and products
- Ability to do "heavy cleaning" eg. climb a ladder to remove and replace light fixtures, operate a pressure washer
- Comfortable working in a diverse environment
- Approachable and friendly

Details:

- 5 to 7 hours per week, to be worked within normal business hours
- $15/ hour
- Deadline for applications – Friday August 28

Please fax your resume to 416-366-9284, or email to hiring.windmill@live.com

Thank you for your interest.

Job Announcement

Administrative Assistant (Part-time)
Lotus Co-operative Homes Inc is an 80 unit townhouse complex located in the Christie and Dupont area in Toronto. We are looking for a part-time Administrative Assistant to join our staff team. We have a full-time co-ordinator and a part-time superintendent.

Responsibilities:

- Accounts Payable/ Accounts Receivable
- Maintain investment accounts
- Handle subsidy calculations
- Handle payroll and reporting to related government bodies
- Handle banking and bookkeeping duties using NewViews
- Assist the co-ordinator with preparing the annual report to the Agency for Housing Co-op
- Participate in annual budget preparation
- Maintain work order database
- Design and print co-op members directory, newsletter
- General office administration

Qualifications:

- A degree or diploma in a related subject from an accredited training institution
- Knowledge of accounting, understanding of financial statements
- Working knowledge of NewViews accounting software
- Proficient in the use of word processing, excel and desktop publishing software
- Hands on experience in conducting research on the Internet and correspondence with email
- Pleasant, tactful, positive work attitude and willingness to work in a multi-cultural, diversified and mix income community
- Ability to work with minimum supervision or in a team environment
- Ability to communicate in Chinese a definite asset

Hours of work: 21 hours per week over 3 days
Salary: Commensurate with experience + Benefits Package

Please send resume with cover letter to The Hiring Committee, Lotus Co-operative Homes Inc., 61 Lambertlodge Avenue, Toronto, Ontario M6G 3Z1. Fax 416-532-9193, email: lotuscoop@bellnet.ca No phone calls please. Only those chosen for interview will be contacted.

Application Deadline: Monday, August 31, 2009 – 12 noon
Start Date: Monday, September 28, 2009