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13<sup>TH</sup> FLOOR  
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ONTARIO  
M8V 3Z1



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## Position Available: Administrative Assistant

Work Week: 28 hours per week  
Reports to: Co-op Manager

The successful candidate will have proven organizational ability and strong communication skills. Experience in the co-operative housing or non-profit sector is preferred. Computer proficiency in word processing and bookkeeping is an asset.

A detailed job description is available upon request.

Duties will include assisting the Manager with:

- General Office Administration
- Member Selection Administration
- Housing Administration
- Rent Supplement Administration

Terms of Employment as determined by the Co-operative's agreement with Universal Workers Union L.I.U.N.A. Local 183 which includes a generous salary and benefits package.

Deadline for Applications: Friday, April 25, 2008 at 5:00 pm.

Thank you to all those who apply, however, only those applicants selected for an interview will be contacted.

Submit resume and covering letter by email or fax to the attention of the Hiring Committee:  
[robertcooke@rogers.com](mailto:robertcooke@rogers.com) or (416) 255-2490