

## Job Posting

### Part Time – Administrative Assistant

Newmarket Co-operative Homes Incorporated is a co-op comprised of 98 units in Newmarket. We are accepting applications for a permanent administrative assistant.

#### Responsibilities will include

- + Answer the maintenance/housing phones when staff is unavailable;
- + Input work orders and annual inspections on the computer;
- + Type up tenders;
- + Call for tenders or quotes when needed;
- + Photo copy work orders and manage member files;
- + General office duties for both housing and maintenance offices.

#### Qualifications:

- + High degree of self motivation;
- + Ability to work with volunteers and committees;
- + Positive attitude and a willingness to work within a diverse, multicultural, mixed income co-operative community;
- + Computer skills are essential.

Previous experience working in the co-operative housing sector is an asset

Salary: negotiable

Hours per week: 24

Application deadline: as soon as possible

Submit your resume to:

Personnel Committee  
65 Emerson Way  
Newmarket, Ontario L3Y 7M7

Fax (905-853-4633)

E Mail: [newmarketcoop@rogers.com](mailto:newmarketcoop@rogers.com)

We would like to thank all who apply but only those invited for an interview will be contacted. No calls please