

ADMINISTRATIVE ASSISTANT – Maternity Leave One Year Contract

Windmill Line Co-operative Homes Inc. is seeking a full-time Administrative Assistant for a one-year period to cover a maternity leave. Candidates should have strong administrative skills and be able to work one evening a week.

Reporting to the General Manager, you play a key role as a primary contact for members of the Co-op. Your skill sets are many and varied and you must be bondable.

Your responsibilities include:

- Effective communication of the Co-op's policies and procedures
- Liaising with the Member Selection Committee and processing membership applications
- Co-ordination of move-ins and move-outs
- Maintaining waiting list and work order databases
- Managing pest control and working with members to ensure proper application of Integrated Pest Management procedures
- Liaise with Corporate Secretary and preparation of Board and GMM materials
- Correspondence and reports
- Office equipment and supplies

Your skills include:

- Experience and education in the co-op and non-profit housing sector
- Excellent inter-personal and communication skills
- Good time-management and organizational skills
- Solid working knowledge of Microsoft Office, Word, PowerPoint and Excel
- Knowledge of HMWORX an asset

Co-operators benefit package. Salary based on 37.5 hours/week.

Start date: March 1, 2012

Please submit your resume and cover letter no later than Thursday, February 2, 2012 to: gm.windmill@rogers.com or fax to 416-366-9284

Windmill Line Co-operative Homes Inc.
10th Floor Office, 125 Scadding Avenue, Toronto, Ontario M5A 4H8

We thank all applicants. However, only those selected for an interview will be contacted.