

## **Employment Contract – Schedule 1**

### **Job Description**

Position: Administrative Assistant  
Work Week: 14 Hours  
Reports to: Co-op Manager (or equivalent)

#### **Overview**

The administrative assistant is a support person to the co-op manager. The board of directors expects all of the co-op's staff members to develop positive public relations.

Ramer's Wood Co-operative Homes Inc. is a Character Business. All staff have a responsibility to support the character initiative in their day-to-day work environment.

The co-op manager may at times require the administrative assistant to perform other tasks which fall within the framework of this job description.

#### **Confidentiality**

The administrative assistant will respect the confidentiality of all members and other staff and keep their information completely private.

#### **Duties and Responsibilities**

##### **1. Office Routine**

- Handle reception and telephone during open office hours.
- Handle deliveries and mail
- Take recorded telephone messages and pass them to the appropriate person.
- Photocopy applications, move-in kits, by-laws and other information.
- Help to update and photocopy member handbooks.
- Work with the manager to update member files.
- General reception with members and applicants in person and by telephone.
- Communicating (both written and verbal) with members and applicants on general issues and individual concerns.
- Co-ordinating and administering the filling of vacant units.
- Administering member files and keeping them up-to-date.
- Maintaining our filing system in a proficient manner.
- Maintaining the waiting list and calling applicants, as needed.

- Working as part of a team with other co-op staff, members and volunteers.

**1. Office Routine (cont'd)**

- Assisting in organizing events such as orientations and other special events.

**2. Members**

- Work with the manager to prepare and deliver material for members meetings.
- Recruiting members for various committees.

**3. Training and Education**

- Attend and participate in training sessions and workshops to enhance skills and knowledge of co-operative principles, character initiatives and management.
- Flexibility and openness to learning new office routines and procedures.

**4. Qualifications and Skills**

- Two years office experience, preferably in the co-op or non-profit sector.
- A positive and friendly attitude.
- Excellent organizational skills and attention to detail.
- Excellent oral and written communication skills.
- Computer skills with MS Office. Knowledge of HM Worx would be an asset.
- Ability to work with minimal supervision.

Please e-mail resume, attention to the Hiring Committee, to [ramerswoodco-op@rogers.com](mailto:ramerswoodco-op@rogers.com)

Deadline: Friday March 26, 2010

We thank all interested candidates however only applicants selected for an interview will be contacted.

# **HUMBERVIEW HOUSING CO-OP**

**Now accepting Applications for:**

## **1 Bedroom units**

- Clean and Well Maintained Apartments
- Freshly Painted with Refinished Hardwood Floors
- Central Air Conditioning
- Utilities, Cable and one Digital Box Included
- Indoor Parking Available
- Close to Shopping, Schools and Churches
- TTC stop in front of building
- Rooftop Patio, Laundry facilities, Children's Play Area, Common Room Rental Available
- Humber River View
- On-Site Management and Resident After Hours On-Call committee
- Free Visitor Parking
- \$892.00 per Month

**Come By for an Application  
Humberview Housing Co-op  
2100 Weston Road, unit 100  
(south of 401)**