



Administrative Assistant

1205 Vanrose St, Mississauga, ON L5V 1W8

Part Time | Permanent

About Us

Wisma Mega Indah Inc is a non-profit organization dedicated to providing affordable housing solutions to individuals and families in need. We are seeking an organized and detail-oriented Administrative Assistant to join our team.

Job Summary

We are looking for Administrative Assistant to provide administration support to our affordable housing team. The successful candidate will be responsible for performing a variety of administrative tasks, including data entry, document preparation, and reception duties.

Responsibilities

- Provide professional services to tenants
- Provide administrative support to the affordable housing team
- Prepare and distribute documents, reports, and correspondence
- Maintain all electronic and hard copy filing including invoices and tenant correspondence in accordance with the company guidelines
- Maintain and update database of tenants, tenant contacts, emergency contacts, suppliers and contractors
- Perform data entry, bookkeeping and other administrative tasks as required
- Obtain assistance from Accounting Services as required to address complex tenant or supplier inquiries.
- Utilize the INFO-Tracker system to maintain the purchase order list
- Reconcile and code all supplier invoices on a timely basis, obtain management approval, send to accounting for processing and payment, investigate and respond to accounts payable requests from vendors
- Carry out accounts receivable functions including rent collection, bank deposits, account arrears collection
- Access to INFO-Tracker software to inquire on receivables and payables
- Provide support with event planning, meetings, and other projects as needed.

Qualifications

- Excellent verbal and written communication skills
- Proficient in Microsoft Office
- Strong computer skills and data entry experience, preferably knowledge with INFO-Tracker software
- Excellent bookkeeping and administrative experience
- Attention to detail and meticulous nature is an asset

Schedule

Must be flexible with work schedule, including weekdays, evenings, occasional weekends, and holidays.

If you are interested in this opportunity, please submit your application. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Wisma Mega Indah is an equal opportunities employer and welcomes applications from diverse candidates.

To Apply:

Please submit your application, including your relevant background information and experience to info@wismamegaindah.com

The deadline for applications is May 9, 2025