**Administrative Assistant (Full-time) - Marketview Housing Co-operative, Toronto**

We are a non-profit housing provider, located in downtown Toronto (near St. Lawrence Market). We are seeking a full-time Administrative Assistant.

Reports to: Co-op Manager.

**Responsibilities**:

* A wide range of administrative duties, including preparing notices, handling communications, managing reception, and maintaining files.
* Assisting with corporate and financial management tasks, such as filing reports and processing housing charge payments.
* Supporting subsidy administration and membership processing, including handling applications, conducting credit checks, and managing waiting lists.
* Using computer programs, specifically the Win 10, MS Office and NewViews program
* Assisting with maintenance-related admin. tasks, such as processing work orders.
* On-call duties, such as creating emergency signage, and maintaining on call records.

**Qualifications:**

* At least 3-5 years administrative experience
* General computer proficiency – including Windows 10, MS Office and New Views
* Strong organizational and communication skills.
* Ability to work in a diverse community.
* Familiarity with coops/cooperative living is an asset (but not required)

**Hours/Compensation:**

Competitive salary and benefits offered that are commensurate with experience

Job Type: Full-time, Permanent (some evening and weekend work may be required).

On-site parking and additional training included

**How to Apply:**

**Please send cover letter and resume** **by May 7, 2025 to** [**hiringcommitteemarketview@gmail.com**](mailto:hiringcommitteemarketview@gmail.com)

Thank you for your consideration. However, only selected applicants will be contacted.

We are an equal opportunity employer who respects and appreciates the singular contributions of people of diversified backgrounds. All those with the required qualifications are welcome to apply. We are an accessible workplace. Should you require a special accommodation during your interview, please let us know in your cover letter.