



**St. Luke's Dixie Senior Residence Corporation.
(Westminster Court)**

About Us

Saint Luke's Dixie Senior Residence Corporation (Westminster Court) has been in operation for 43 years and operates a 190-unit not for profit residence for seniors able to live independently. We are located at 4150 Westminster Place, Mississauga. We are currently upgrading the existing building and are in the process of constructing a new 70-unit expansion, which we expect to begin building in 2026.

Westminster Court's Mission is to provide affordable housing in Peel Region, for seniors with low to moderate incomes who are able to live independently in the community. We will be faithful to our Christian Principles and enable tenants to participate in a safe, active Westminster community. We support our tenants' changing needs and respond to increasing demand by enabling them to independently access third party service providers.

Our Vision is to upgrade Westminster Court's facilities and serve a greater number of low- to moderate-income seniors by 2028.

Opportunity

We are currently looking for a full-time Office Assistant who can help with the additional office work created during and after the construction of the new building.

Remuneration & Hours of Work

Remuneration: **\$50,000 to 55,000/year. Employee group benefits and sick days are available.** The normal work week is Monday to Friday from 8:30 a.m. – 4:30 p.m. (7.5hrs/day plus unpaid lunch break) and may include occasional evenings or weekends.

Duties

In cooperation with other staff, the Office Assistant will help to manage the additional administrative work leading up to, during, and after construction of the new building.

Note: Once the new building is completed, this job description will be reviewed and revised to reflect the administrative requirements of operating both the existing and the new building. These responsibilities will include, but are not limited to, managing rent-geared-to-income and market-rent tenancies in the new building, renting units, and executing lease agreements. The salary will also be reviewed and adjusted to reflect the additional responsibilities.

The current key responsibilities of the Office Assistant include, but are not limited to:

1. **Office Reception and Clerical Support**, which includes, but is not limited to, responding to internal and external inquiries, handling office administration, maintaining and updating the building's security fob system and intercom databases.

2. **Applications and New Tenancies**, which includes but is not limited to, assisting in the tenant selection process. This includes responding to external inquiries, showing vacant units to prospective tenants, and providing orientation to new tenants.
3. **Emergency Response**, which includes but is not limited to, responding to tenant- and building-related emergencies as necessary, contacting appropriate staff, authorities, police, or tenant family members, and ensuring prompt access is granted to emergency crews in the absence of maintenance or on-call staff.
4. **Tenant Activity Coordination and Community Support**, which includes but is not limited to, enlisting assistance in translation and interpretation of important notices and events into dominant languages used by the residents, promoting informal and social interaction among residents, and supporting tenants in their activities and involvement in community life.
5. **Other Administrative Duties as Required**

Qualifications

- College diploma in business administration and/or property management certificate preferred
- Ability to maintain confidentiality, tact, and diplomacy as well as showing a positive attitude with effective interpersonal skills
- Ability to work independently and as a member of a team
- Good written and verbal communication skills in English
- Computer skills: Microsoft office

Additional Qualifications/Assets

- Familiarity with market-rent and rent-geared-to-income housing programs
- Willingness to learn and use rent management software
- Technical skills and an understanding of building systems, with a willingness to complete courses leading to a Building Automation Systems (BAS) Certificate

Please submit your resume through this website, via FAX: 905 273 3747 or by mail to:

Management Office
4150 Westminster Place
Mississauga ON, L4W 3Z7

Only candidates chosen for an interview will be contacted. Candidates must be authorized to work in Canada. This job offer is subject **to a Police Check for working in a facility with vulnerable individuals.**

PLEASE APPLY ONLY IF REQUIREMENTS ARE MET

NO Phone Calls or Recruiters

Targeted start date: ASAP

Closing date: Until we find a suitable person