

## **HUMBERVALE PLACE**

Humbervale Place is located in the central Etobicoke, is a private non-profit apartment building for independent seniors, 59 years of age and older, with 108 apartments serving seniors in our community since 1995. We also have a dining room that offers meals to our seniors.

### **Employment Opportunity**

#### **Receptionist/Admin Support Permanent Part-Time**

We are currently seeking to hire an individual with some experience in customer service and administration.

The individual will be responsible with first line contact with our tenants, contractors, visitors to our office. The successful individual will assist in many administration processes and tasks relating to selling meal tickets, receiving, preparing and completing work orders, notice preparation, preparation of several monthly documents, and schedules and will receive and process documents as needed. The Receptionist/Admin Support will work 20 hours per week.

Experience in non-profit housing for seniors will be an asset but not required, good knowledge of MS office, and Canva is an asset as well as CPR & First Aid Training.

**To apply for this position, please submit your resume and cover letter by August 18, 2026, to:**

**[hcoficareers@hotmail.com](mailto:hcoficareers@hotmail.com)**

Humbervale Place is an equal opportunity employer. We thank all applicants for their interest in this position, only those selected for an interview will be contacted. Candidates must be authorized to work in Canada, and subject to a Police Reference Check for the vulnerable sector.

No phone inquiries please