



COMPANY: Crossroads Co-op Housing

POSITION(S): Admin Assistant

BUSINESS DESCRIPTION: NON-PROFIT – HOUSING CO-OPERATIVE

HOURS: Permanent Casual Contract: **Full time/Part time**
 Days Evenings Weekends Nights Shift work

CLOSING DATE: 03/19/2010 **LOCATION:** 1 Unity Court, Lwr. Sackville

START DATE: **SALARY:** \$10-\$13 (NEGOTIABLE)

JOB DESCRIPTION / DUTIES:

- Collecting rent
- Doing deposits
- Typing minutes for meetings, etc.
- Working with government offices, following procedures

QUALIFICATIONS:

- Computer literate – experience with Microsoft Word and Simply Accounting

HOW TO APPLY:

Please drop off or mail resume and cover letter to:

The Board
1 Unity Court
Lwr. Sackville, NS
B4E 2R7

Or by fax to: 902-864-4717

Date Posted
3/10/10

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