

# JOB POSTING

**Position:** Administrator  
**Employer:** Walton Place Inc.

**Position Type:** Temporary, Part-Time  
**Job Location:** Scarborough, ON  
**Application Deadline:** July 31, 2010

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## JOB DESCRIPTION:

We are looking for someone to work part time for approximately 6 weeks starting immediately.

The hours are from 8:30a.m to 12:30 p.m. working 4 days a week (Monday, Tuesday, Wednesday & Thursday).

Duties include but not limited to:

- Dealing with tenants in person and by letter
- Answering and replying to telephone calls
- Checking and replying to emails and correspondence
- Follow-up on pending contracts and maintenance issues
- Input various financial entries into New Views

## Experience:

- General office experience
- Some maintenance experience
- Must have financial knowledge of New Views
- Must have experience in Non Profit Housing administration

Salary to be negotiated

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**APPLICATION METHOD:**

Send application to:

Hiring Committee, Walton Place Inc.

835 Birchmount Road

Scarborough, ON M1K 5K1

e-mail: [waltonplace@rogers.com](mailto:waltonplace@rogers.com)

Fax No: 416-285-9768

*\*Please apply only using the methods listed above.*