



EMPLOYMENT OPPORTUNITY

POSITION:	Housing coordinator
SUPERVISOR:	Capital Manager
WAGE:	\$22 to \$26, dependent upon experience, knowledge, and suitability
STATUS:	Contract full -time Position in Atlin British Columbia
CLOSING DATE:	Open until filled
Housing:	Available for the right candidate

Job Description

JOB SUMMARY

Reporting to the Capital Projects Manager and Finance Director, the Housing Coordinator is responsible for providing financial, administrative and clerical services to ensure effective, efficient and accurate financial and administrative operations of the housing program and to assist when required the Capital Projects Manager:

MAIN DUTIES

- Development, implementation, and management of a records management system, ensuring departmental housing and CMHC file maintenance.
- Requests Move in / out reports be completed by the Capital or O&M Manager; files signed reports, distributes copies to appropriate parties,
- Collects home maintenance requests from tenants, enters maintenance requests into a spreadsheet and updates status of maintenance requests with the Capital and O&M Manager monthly.
- Receives phone calls from tenants requesting additional water / septic and solid waste services, files all required documentation related to this work and contacts O&M field staff to fulfil request.
- Upon receipt of rental agreements, will make appropriate copies, develop files required, and distribute to appropriate parties.
- Prepares with the Finance department tenant rent statements to be mailed out monthly.
- Prepares letters regarding arrears and eviction notices for the Capital Managers signature.
- Informs the Capital Manager of any emergencies or priority situations.
- Performs other related duties as required.

WORKING CONDITIONS

The position is in an office environment. Stress may be experienced due to heavy workload and meeting deadlines. **The position may need to spend significant time in the field conducting inspections, discussing housing issues with citizens, etc.**

KNOWLEDGE /EDUCATION

Completion of Grade 12 with completion of an Administrative course (clerical) and word processing. Typing 40 WPM -5% error rate and experience working with First Nations

Knowledge or training with the Microsoft office software such as Microsoft Word, Microsoft Excel, Microsoft outlook, Microsoft Access.

CONDITIONS OF EMPLOYMENT:

- Class 5 driver's license
- Criminal Record Check
- References

Submit a resume to: senior.admin@gov.trtfn.com
