



Beausoleil First Nation

Eleven O'Gema Miikan

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Date Re-Posted: July 8, 2021

Employment Opportunity

Beausoleil First Nation is seeking a self-motivated individual who is responsible for ensuring that members of BFN are provided with quality advice and support in any proposed home construction, rental/mortgage units and renovations. ***Persons of Aboriginal Descent Preferred.***

Job Title: Housing Manager Assistant & Tenant Liaison

Responsibilities

The Housing Manager Assistant:

- Reports to the Housing Manager
- Direct contact with tenants
- Assist with taking appropriate action under arrears policies and procedures
- Visiting, writing and telephoning tenants in arrears
- Assist with preparing arrears recovery agreements
- Assist with completing CMHC RRAP applications on an annual basis
- Maintain accurate monthly rent and mortgage ledgers
- General office duties, typing, filing photocopying and faxing
- Assist with coordinating the ordering and delivery of building materials
- Prepare check requisitions
- Prepare vacancy, renovation & tender postings

Knowledge and Skills Required:

- Must familiarize self with Housing Policy and Housing Programs (BMO On-Reserve Housing Program, CMHC RRAP)
- Must have strong interpersonal skills
- Must have strong customer service skills
- Must have strong written, verbal and communication skills
- Must be able to work independently and in a team environment
- Must be computer literate –with knowledge of microsoft programs, internet and email.
- Minimum Grade 12, Post Secondary Education would be an asset
- Must be able and willing to take further training as needed
- Drivers license would be an asset but not required
- Must be familiar with every facet of home construction, maintenance and related aspects
- Ability to work in a high stress environment

Supervisors: Amanda Mixemong, Housing Manager **Functional:** A.Dan Monague, First Nation Administrator

Duration: Contract to May 14, 2022

Salary: Starting at \$15.38 /hr

Hours of Work: 35 hours per week

Closing Date: Please submit your cover letter, resume and 3 references to the Beausoleil First Nation Receptionist by **July 22, 2021 at 4:30 P.M.**

Applications shall be delivered to the front desk at the Beausoleil First Nation Administration Building. Applications must consist of the following: **Cover letter, 3 letters of references, resume and copies of relevant certificates/licenses/diplomas.** Your application package must be clearly marked with your name and the position you are applying for. To jobs@chimnissing.ca Faxed or e-mailed applications are acceptable, however, applicants selected for an interview must present the original signed letter of application at the interview. We thank all who apply; however only those selected for an interview will be contacted.