



Beausoleil First Nation Human Resources

11 O'Gema Miikaan
Christian Island, Ontario
L9M 0A9

(705) 247-2051 Fax: (705) 247-2239 Email: jobs@chimnissing.ca

EMPLOYMENT OPPORTUNITY

The Beausoleil First Nation Housing Department is seeking a self-motivated individual who is responsible for the day-to-day delivery of tenant related functions; including lease administration; rental and arrears collections and maintenance within the Housing Department. Persons of Indigenous descent preferred.

Posting Date:	January 21, 2025
Job title	Tenant Coordinator
Classification	Permanent full-time
Supervisor:	Housing Manager
Functional Supervisor:	Director of Capital and Public Works
Salary:	25.00 per hour to start
Closing date:	February 3, 2025

Qualifications

- Must have excellent oral and written communication skills, interpersonal and leadership skills
- Proven ability to network effectively and productively with Community
- Excellent knowledge of Microsoft Office, Internet and email
- Minimum Grade 12 and equivalent experience and/or Post Secondary Education would be an asset
- Minimum three (3 years) experience in related fields including administrative and financial responsibilities an asset
- Adequate business letter writing skills
- Knowledge of basic accounting principles and practices to process accounts payable and balance rent and arrears payments
- Familiar with Sage 300 accounting, and any other relevant training related to position
- Must be familiar with the facet of home construction, maintenance and related aspects
- A valid driver's license and vehicle
- Must be willing to travel
- Ability to work in a high stress environment
- Criminal Reference Check required

Duties and Responsibilities

- Reports to the Housing Manager
- Rental Lease Administration
- Rent and arrears collections
- Data entry; maintain Housing Software
- Respond to inquiries from tenants, contractors, suppliers and general public
- Performs regular inspections of all rental units (maintenance, move-in and move-out inspections)
- Obtain quotes for required maintenance and repairs
- Schedule and coordinate repairs and regular maintenance
- Assist with coordinating the ordering and delivery of building materials
- Maintain tenant rental files
- Other duties as assigned, in accordance with departmental objectives

Hours of Work: 35 hours per week

Applications shall be delivered to the front desk at the Beausoleil First Nation Administration Building or by email at jobs@chimnissing.ca Applications must consist of the following:

Cover letter, letters of reference, 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. 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.