



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 Tenant Coordinator

Posting Date:	April 21, 2026	Salary:	\$25.00
Classification:	Full-Time	Closing Date:	April 28, 2026
Supervisor:	Amanda Mixemong	Vacancy Status:	Maternity Leave
Hours of Work:	35 hours/week		

Overview

The Beausoleil First Nation Housing Department is seeking a self-motivated individual to manage day-to-day tenant-related functions, including lease administration, rental and arrears collections, and maintenance coordination. This is an 11 month maternity leave contract position, and preference will be given to Indigenous applicants.

Key Responsibilities Include:

- Reports to the Housing Manager
- Rental Lease Administration
- Rent and arrears collections
- Data entry; maintaining Housing Software
- ACC PAC knowledge and training
- Adequate business letter writing skills
- 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

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 programs (word, excel, power point), software programs, 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
- Knowledge of basic accounting principles and practices to process accounts payable and balance rent and arrears payments
- Familiar with ACC PAC 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
- Persons of Aboriginal Descent Preferred

How to Apply

Submit a complete application package including:

- Cover letter
- Resume

How to Apply: Email applications are preferred: jobs@chimnissing.ca Alternatively, drop off at the Beausoleil First Nation Administration Building.

Accessibility: BFN is committed to an inclusive, barrier-free process under the Ontario Human Rights Code and AODA. Accommodations are available on request.

AI Use: AI will not be used to make hiring decisions. In rare cases, it may assist with organizing application data.