



## JOB POSTING

### ASSISTANT, HOUSING OFFICE 6 Month Contract

**Interested Candidates:** Applications **must** include a cover letter, resume and three work-related references and/or letters of reference. **Candidates who do not comply will not be considered for an interview.**

**Job Scope:** The Alderville First Nation is seeking a trustworthy, eager individual to fill the position of **Assistant, Housing Office**. Reporting into the Capital Assets Officer, the Housing Office Assistant will perform a variety of administrative duties in support of the Alderville First Nation Housing Department with particular attention to AIS Housing Management Software.

This is a *full-time, short-term contract position* for six months with *potential extension* starting immediately. Office hours at 35 hrs per week will be Monday – Thursday from 8:15am to 4:30pm and Friday 8:15am to 1:15pm.

#### **Key Job Functions:**

- Takes the lead on all data input, data base building and maintenance of all AIS Housing Management Software records.
- Takes the lead for the transfer of paper files/housing records to digital archive system with AIS ensuring that all information is treated in a confidential manner;
- Acts as lead on any modifications and/or corrections that need to be made with the AIS system.
- Works closely with the Housing Committee, Capital Assets Officer and off-site software administrators to customize programming to fit AFN's housing and asset management needs.
- Assists with filing, copying, data entry and organizing as assigned.
- May be required to assist with the preparation of financial reports on a monthly basis as they apply to AIS, as requested.
- Attends training workshops as required;
- Performs other duties as required from time to time and as requested.

#### **Qualifications:**

- Minimum Grade 12 or equivalent experience;
- Post-Secondary education in Office Administration desirable or equivalent maturity and related experience;
- Strong computer skills specifically with MS Excel, Word, PowerPoint;
- Demonstrated Data Entry experience and/or experience working with databases, MS Access or housing management software a definite asset;
- Demonstrated ability to maintain complete confidentiality of all information at all times;
- Strong attention to detail, accuracy and organizational skills; able to prioritize and meet deadlines;
- Self-motivator with ability to work independently and in a team environment;
- Strong listening, oral and written communication skills;
- Criminal Reference Clearance (CPC) and Vulnerable Sector Clearance are requirements of the employment offer.

**Salary:** Alderville First Nation Salary Grid will apply – targeted start rate is \$17.84 - \$18.78 per hour

**Deadline to Apply:** **Open until filled**, next screening Tuesday, March 5<sup>th</sup>, 2019 at 4:30PM

**How to apply: Applications must include a cover letter, resume and three work-related references and/or letters of reference.**

Persons of Aboriginal ancestry are encouraged to apply and should identify themselves in their cover letter.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

**E-mailed** to: [mlevesque@alderville.ca](mailto:mlevesque@alderville.ca)

Fax to: (905) 352-3242

**Mailed** to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

**Attention:** HR Manager, Melissa Levesque **Re:** *Assistant, Housing Office*

For full job description, contact Melissa Levesque at (289) 435-2008. We thank all who apply however only those selected for an interview will be contacted.

*Chief and Council retain the right to make the final decision on the selection of the successful candidate.*