

# JOB OPPORTUNITY



*Sagkeeng Anicinabe*

## Department of Housing Housing Administrative Assistant

Reporting to the Director of Housing, the Housing Assistant is responsible for providing reception, administrative and clerical services to ensure effective and efficient support to a busy office.

### DUTIES:

- Answer incoming calls, document and redirect calls as appropriate and take messages as required
- Greet persons entering the Housing office, determine nature and purpose of visit and direct them to the appropriate destination,
- General office duties such as typing, photocopying, faxing, filing, editing,
- Prepare cheque requisitions,
- Manage and maintain records and filing system,
- Monitor the Housing mailbox and distribute incoming mail appropriately,
- Monitor the inventory of office and other supplies and order as required
- Ensure all outgoing mail is deposited in a mail box,
- Type contracts, correspondence and other documents as required and deliver to the appropriate parties for signature,
- Track housing and renovation requests and projects,
- Order appliances for CMHC clients,
- Arrange and process Hydro transfers,
- Create work orders for contractors,
- Attend CMHC and other training as required,

### QUALIFICATIONS:

- Completion of Grade 12 or equivalent
- At least 3 years work experience in an office environment, including word processing, using spreadsheets, and records management,
- A combination of education and experience may be considered.
- Experience working with the public.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of office administration practices and procedures,
- Computer skills including good knowledge of Windows, email, internet, word processing and basic knowledge of spreadsheet software,
- Attention to detail and ability to deal accurately with numbers,
- Ability to deal with diverse client and customer group,
- Knowledge of buildings and renovations is an asset
- Training will be provided to the successful candidate
- Preference will be given to applicants of Aboriginal / First Nations ancestry especially Sagkeeng residents



**APPLICATION DEADLINE:**  
**June 28<sup>th</sup>, 2018**

Interested applicants must submit:

- a cover letter / resume,
- Vulnerable Sectors Check
- Child Abuse Registry (or proof of application)
- Photocopy of driver's license
- Current Driver's Abstract

Attention to:

Human Resource Manager  
Sagkeeng Government  
Box 3, Fort Alexander, MB  
R0E 0P0

Resumes can be mailed to the above address, emailed to [jobs@sagkeeng.ca](mailto:jobs@sagkeeng.ca)

or dropped off at the Sagkeeng Government Band Office.

**LATE SUBMISSIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES**

PLEASE BE ADVISED THAT ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED