



Job Posting Housing Assistant

BRIEF OVERVIEW

Reporting to the Housing Manager, the Housing Assistant provides administrative and clerical support to ensure the smooth delivery of housing services. The Assistant plays a key role in maintaining accurate records, assisting with rent collection, supporting tenant communication, and coordinating maintenance requests. This position contributes to creating a safe and well-maintained living environment for community members by supporting the day-to-day operations of the Housing Department.

COMMUNICATIONS / CRITICAL SKILLS	FOUNDATIONAL KNOWLEDGE
<ul style="list-style-type: none">• Professional communication and demeanour in all interactions.• Dealing with large amounts of data and sensitive information.• Ability to build trust and respectful relationships.• Ability to use tact and good judgment in dealing with sensitive and complex issues.• Self-directed with strong organizational, problem solving, and time management skills.• Analytical thinker with innovative approach to improving operational activities.• Good understanding of budgeting and financial management.	<p><u>Required:</u></p> <p><i>Indigenous Perspective</i></p> <ul style="list-style-type: none">• Knowledge of Indigenous governance structures, traditions, and community dynamics. <p><i>Western Ways</i></p> <ul style="list-style-type: none">• Graduate from Grade 12 plus post-secondary courses in maintenance, property management or related field.• 1 -2 years of experience in an administrative or customer service role (preferably in housing, property management, or a related field).• Proficiency with computer applications such as Word, Excel, and email.• Criminal records check (vulnerable sector). <p><u>Preferred:</u></p> <ul style="list-style-type: none">• Knowledge of the provision of housing principles, practices, policies and procedures to consult with staff and other governing bodies and agencies.• Must have valid driver license (BC Class 5) and satisfactory driving record.

Preference will be given to those of Aboriginal Ancestry - per Section 16(1) of the Canadian Human Rights Act.

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications to hr@xatsull.com.

Closing Date: Open until filled

Applications are assessed as they are received therefore early application is recommended. Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.

Work Location: In person

