



EMPLOYMENT OPPORTUNITY – ADMINISTRATOR ASSISTANT

SUMMARY:

Gignul Non-Profit Housing Corporation is a non-profit housing organization which provides subsidized housing to the Aboriginal Community within the Ottawa area. Reporting to the Executive Director the incumbent duties and responsibilities are as follows:

Financial

- To receive monthly rent payments; issue receipts and enter into the automated rental registry;
- To log all receivables into databases and preparing the check voucher for the Finance Officer

Tenant Relations

- Accepting applications, ensuring all relevant information from the applicant such as income verification, proof of native ancestry, and credit reference information is provided and follow up with the applicant.

Maintenance

- Maintaining a database record of all maintenance requests from tenants under the direction of the Maintenance Supervisor.
- Handling all emergency maintenance calls, recording relevant information and assessing the urgency of the request; contacting outside contractors to arrange for emergency repairs.

Executive Director

- Maintaining files in an up-to-date manner, preparing letters and notices and information packages for Board and Committee meetings.
- Maintaining office supplies, acting as liaison between staff with respect to an automated telephone system, general office duties.

Qualifications and Skills:

Must be familiar with Gignul's goals and objectives

At least two years experience in an office environment including knowledge of filing systems and office procedures.

Working knowledge and excellent computer skills

Good interpersonal communication skills and ability to work under pressure, meet datelines and minimum supervision

To undertake other assignments such as the monthly newsletter
Aboriginal Ancestry is an asset

Salary – \$35,500 - \$39,500

commensurate with experience

Interested applicants should submit a resume and covering letter to:

Marc Maracle, Executive Director
Gignul Non-Profit Housing Corporation

396 MacLaren Street

Ottawa, ON K2P 0M8

Telephone: (613) 232-0016 Fax: (613) 232-1977

The deadline date to apply is **open until filled**. We thank all applicants for their interest but advise that only those selected for an interview will be contacted.

GNPHC is an equal opportunity employer, but preference will be given to candidates of Indigenous descent.