



Tenant Relations Officer Assistant

Contract Position – ending on July 31, 2025

Gignul Non Profit Housing Corporation is an Indigenous housing provider who owns and manages 210 units throughout the city of Ottawa.

This small housing provider is seeking an energetic, self starter individual who has experience in computer skills to digitize the tenant database during the contract period. Other links to this tenant database will include maintenance but not limited to smoke and carbon monoxide detector inspections, air conditioning inspections, heat & electrical utilities building assessment.

Responsibilities:

- To report directly the Executive Director but work closely with two (2) Tenant Relations Officers to set up and manage tenant database from inception to compatibility of existing database.
- Working with confidential tenant files will be required therefore require to be bondable;
- Transferring hard copy tenant files into digital format
- Setting up a system to manage all tenant file records electronically

Experience required:

- Grade 12 diploma;
- Computer proficiency in Windows, Access and Excel and Database Management is required;
- Demonstrated knowledge of the Aboriginal community;

Salary:

To commensurate with education and experience

Contact:

Please submit a covering letter, resume and three (3) references by **MAY 10, 2024** to:

Marc Wm. Maracle
Executive Director
Gignul Non-Profit Housing Corporation
396 MacLaren Street
Ottawa, ON.
K2P 0M8

Phone: 613-232-0016 **Fax:** 613-232-1977 **e-mail:** m.maracle@bellnet.ca