



Administrative Assistant: Housing

Work Hours: PT 21 hours/week, Tue-Thu 9-5

Nature of position: Permanent Part-Time

Position posted on: June 21, 2022

Closing Date: Open until filled

Start date: As soon as possible

Compensation: \$21.63/hour

Location: Squamish

The Housing Administrative Assistant provides a variety of administrative and secretarial assistance for the Housing and Facilities department. They produce reports from a variety of information sources and databases and track office or program expenditures.

Qualifications:

1. Grade 12, plus completion of a program of up to one (1) year in secretarial training, business, or office administration.
2. Three (3) years recent related experience.
3. Or an equivalent combination of education, training, and experience.

Job Skills and Abilities:

1. Advanced level of computer software knowledge and skill at using Microsoft Office including Microsoft Word, Internet Explorer and Outlook.
2. Good understanding of issues related to non-profit housing and the Residential Tenancy Act.
3. Demonstrated competency in written and verbal communication skills.
4. Excellent administrative and organizational skills.

Responsibilities:

1. Screens and prioritizes incoming correspondence and other materials for staff members.
2. Maintains tenant and housing information using spreadsheets and/or database software.
3. Gathers necessary income documents from applicants and current tenants and inputs income figures into the BC Housing Registry data base in consultation with the Manager.
4. Organizes and conducts viewings of residential suites at the request of the Manager.
5. Produces ad hoc reports from databases as required by the supervisor by identifying and organizing the required information, compiling data, designing format, and printing reports.
6. Answers telephone and in-person inquiries; routes to appropriate staff members as required. Responds to outside inquiries about housing services offered by the organization. Sorts and distributes incoming mail and processes outgoing mail; operates and troubleshoots a variety of office equipment such as computers, printers, copiers, and facsimile equipment.

7. Provides word processing, data input and typing support such as correspondence, meeting minutes, forms, and client information; drafts routine correspondence such as thank you letters, tenant letters and internal memoranda.
8. Arranges meetings, schedules appointments and makes travel arrangements; books rooms for meetings. Prepares agendas and takes minutes at meetings as required.
9. Inputs work order requests into work order request system and assigns work orders to Building Maintenance staff as directed by the Manager.
10. Performs other related duties as required.

Requirements:

1. Criminal record review
2. Signed confidentiality form
3. Approved reference check
4. Proof of full Covid-19 vaccination required

Benefits and Perks:

Healthcare: We offer an extended health program through Group Health that covers MSP premiums, dental, vision, prescription medication, select alternative therapies, life insurance, and long-term disability. We also have an Employee and Family Assistance program. The premiums of the plan are 100% paid by the employer.

Vacation & Leave: Employees accumulate 6% vacation pay on all hours worked in the first and second year of employment. After the first two years of employment, they earn one additional day of vacation per year of service, to a maximum of 35 workdays.

Other Perks: Casual dress, paid sick days, and more.

Compensation: \$21.63 per hour.

Apply today at: jobs@sscs.ca