



Property Manager Assistant – Job Opportunity

DEPARTMENT: MCFN – Employment Services

REPORTING TO: Property Manager

DURATION: Full-Time, Temporary Employee

LOCATION: Fort Chipewyan, AB

The Property Assistant follows recognized standards, policies, procedures and provides clerical support to the Mikisew Cree First Nation (MCFN) Property Management office. The Property Assistant also provides information and assistance to inquiries from the public and outside agencies.

Responsibilities:

Within the limits of authorized policies and procedures, the Property Manager Assistant is responsible for the following:

- Maintain records on all MCFN rental properties
- Data entry on Data Base Record System
- Receive and record all rental payments
- Prepare work orders and track progress
- Maintain a high standard of accuracy, neatness and precision
- Operate computer, specified programs and printers
- Maintain contact with MCFN tenants on property issues
- Process invoices for utility and insurance payments
- Develop filing procedures and maintain files on housing applications, lease agreement etc.
- Prepare correspondence for Property Manager
- Assist in monthly and annual statements/reports
- Any other duties that may be assigned by the Property Manager
- Assist in conducting Unit Inspections and provide a detailed Scope of Work
- Maintain a filing system and file accordingly
- Other duties as directed by supervisor and/or Director.

Qualifications:

- High school diploma or equivalent
- Post Secondary education specific to office education

Requirements:

- Demonstrated oral and written communication skills as well as proven interpersonal skills
- Ability to work with little or no supervision
- The capability to achieve targets with independent initiative
- Demonstrated ability to use a wide range of computer software
- Work well under pressure
- Work overtime as required
- Must maintain **confidentiality** always.
- Highly responsible, reliable and must maintain confidentiality,
- Experience with Microsoft Office, Excel, Outlook and Xyntax is considered an asset,

- Excellence organization and communication skills,
- Ability to work under minimal supervision,
- Valid class five (5) driver's license with a clean criminal record check is required.

Deadline to apply 5:00 pm January 13, 2023

Please submit your resume and cover letter, by email, in confidence to

Attention: Human Resources

hr@mikisewcree.ca

betty@impacthr.ca

We thank all applicants but only those selected will be contacted for an interview

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