



Position: Housing Administrative Assistant

Salary: \$ 44,628 - \$50,702

Hours of Work: 32 Hours per week

Circulation Level: Level I

Accountability: Housing Manager

Employment Status: 2 years contract

Preferences: MFN Band Members

The Housing Administrative Assistant will perform the following duties:

- Assist Housing and Infrastructure Department with daily administrative and clerical tasks including setting up purchase order system, photocopying, recording and filing incoming and outgoing mail, and file maintenance
- Greet and assist visitors, answer phone calls, direct calls and respond to inquiries
- Scan and archive housing documents for more accurate past record keeping
- Assist in the development of Maintenance files under the housing program
- Assist in a variety of health, safety, maintenance repairs and preventative measures for housing units in a monthly newsletter format
- Assist in the development and organizing the Housing Committee Meeting minutes
- Perform other related duties as directed by program supervisor
- To provide technical support in clerical, administrative, and management tasks for the housing program and services including:
 - Greet visitors at the office, determine the nature of their visit, and respond to or refer to the appropriate staff within or the administration office
 - Respond to incoming telephone calls or refer to the appropriate staff
 - Prepare standard correspondence on housing program's services and operations
 - Track inquiries made to the housing programs and services and to ensure that appropriate and timely follow-up occurs – task oriented results
 - Assist the housing office by arranging meetings with clients, tenants, staff, committees, and other government or agency representatives
 - Assist the housing office in developing community surveys and compiling
 - At times the housing office may be required to participate in training, workshops, and other special assignments

The Housing Administrative Assistant will possess the following qualifications, skills, experiences, and attributes:

- Must have grade 12 or willingness to obtain GED
- Two years' experience in social housing
- Experience working with aboriginal people, organizations and communities
- Must have strong computer skills with Microsoft Office, MS Outlook, and Excel
- Must have good organizational skills
- Must have the ability to follow instructions, work as part of a team and have the ability to communicate effectively with the Housing/Infrastructure/Personnel
- Must have strong spoken and written communication skills
- Possess a calm demeanor in responding to customers
- Excellent organizational skills and time management skills
- Excellent computer skills with MS Office software
- Ability to maintain strict confidentiality
- Will be thoroughly familiar with the relevant Tribal, First Nation, federal and provincial policies and legislation, regulations and/or guidelines that are relevant to the funding and guidelines that are relevant to the funding and delivery of Niigaaniin program services.
- Knowledge of surrounding community agencies, services and workers.

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview. Please note that all interviews will be in person. If you are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation Attention: Human Resources Department
P.O. Box 1299 Blind River, Ontario P0R1B0
Marked: **CONFIDENTIAL**
EMAIL: hrclerk@mississaugi.com **FAX:** 705-356-1740

Deadline: April 18, 2023

Thank you to all applicants; however, only those selected for an interview will be contacted.