

Job Title:	Housing Assistant
Department:	Public Works & Housing
Division:	

Full time

POSITION DESCRIPTION:

Thunderchild First Nation is seeking an individual for the position of Housing Assistant. The successful candidate will work closely with the Housing Coordinator and assist in the administration of housing services, maintenance coordination, records management, and public works operations. Reports to the Housing Coordinator.

SUMMARY:

- Assist with the daily administration of housing programs and services.
- Coordinate and schedule housing maintenance requests with maintenance staff and contractors.
- Maintain housing files, databases, and tenant records.
- Prepare purchase orders and process invoices, ensuring accurate budget coding.
- Maintain Band-owned and CMHC housing records and documentation.
- Answer telephone inquiries and provide professional customer service to community members.
- Perform general office duties including filing, correspondence, and data entry.
- Prepare reports and maintain records using Microsoft Word and Excel.
- Ensure all housing files are organized, current, and confidential.
- Work independently while meeting deadlines and departmental objectives.
- Coordinate Housing inspections.
- Other duties that may be designed.

MINIMUM REQUIREMENTS:

- Grade 12 Diploma.
- Proficiency in Microsoft Word and Excel.
- Excellent organizational, interpersonal, and communication skills.
- Strong time-management and multitasking abilities.
- Self-motivated, reliable, and detail oriented.
- Valid Class 5 Driver's License.
- Ability to work independently and as part of a team.
- Ability to speak Cree is considered an asset
- Problem-solving and knowledge about confidentiality
- Willing to take training.

CLOSING DATE: Until position is filed

HOW TO APPLY: Please submit your detailed cover letter, resume and references to:

jobs@thunderchild.ca
Thunderchild First Nation
Box 600 Turtleford, SK.
S0M 2Y0 Tel: 306.845.4300