

Applications Assistant—Métis Urban Housing Corporation

Locations: Edmonton

Positions : 1

Closing Date: May 13, 2023

Position Status: Full Time (37.5 hrs. per week)

THE ORGANIZATION

Métis Urban Housing Corporation (MUHC), an affiliate of the Métis Nation of Alberta, was **incorporated in 1982** to provide **subsidized, adequate and suitable** housing to low and moderate income Indigenous families in Alberta. We currently have 507 units in 14 **urban centres** funded by the Federal Government through Alberta Seniors and Housing. MUHC employs over 40 full and part time staff; together we oversee tenant relations and property management needs for thousands of tenants. Unlike any other subsidized property management company in Canada, we offer housing across the province of Alberta and are the **largest Indigenous housing provider in Alberta**. For more information about Métis Urban Housing and its sister organization Métis Capital Housing Corporation (MCHC), visit our website at www.metishousing.ca

THE OPPORTUNITY

The Applications Assistant represents Métis Housing and ensures all applications are recorded in PTM, correspondence with applicants is noted, and the files are prepared for approval.

KEY RESPONSIBILITIES

In a representative capacity, the Applications Assistant is the first point of contact for Métis Housing, ensuring an attentive, professional and responsive approach is conveyed to all applicants. The Applications Assistant must be solution-focused, using tact and diplomacy to resolve issues.

- Responsible for receiving, processing and data entry for all rental applications to the completed stage.
- Prepare correspondence advising the applicant of the status of their application.
- Follow up with applicants for required documentation.
- Prepare folders and keep accurate records on all applications.
- Data input all required information into PTM.
- Maintains respectful interaction with all tenants.
- Provides cover-off to reception as required.
- Other duties may be assigned from time to time.

Community Relations

- Liaises with community associations, agencies and stakeholders
- Represents the organization at community activities to enhance the organization's community profile
- Participates on committees, task forces and special projects as required

Accountabilities

- Time
- Cost
- Quality

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QUALIFICATIONS

Education

- Business or Office Administration diploma and a data entry certificate
- 2 years experience in data entry and administrative work required.

Knowledge, Skills, and Abilities

- Knowledge of the Alberta Residential Tenancies Act.
- Familiarity with computer programs (Microsoft Office, Outlook, Excel)
- Must maintain confidentiality as this position has an element of sensitivity and privacy.
- Knowledge and experience working in a dynamic Indigenous not-for-profit corporation are assets.
- Possessing the ability to learn quickly and efficiently.
- Possess excellent communication and organizational skills.
- Exemplary customer service skills.
- Possess creative and innovative techniques for performing assignments.
- Time management is essential.
- Follow the office administrative practices and procedures.
- Basic accounting skills involving numerical accuracy.
- Possess the ability to work with little supervision.

WORKING CONDITIONS

- Works in an office environment, usually works a standard work week, some overtime may be required during specific periods of the accounting cycle such as the annual audit.
- The incumbent will spend a significant portion of time using a computer, which can lead to muscle fatigue.

WHAT WE HAVE TO OFFER YOU

- The opportunity to work with a non-profit Indigenous organization
- A comprehensive benefits plan including: life insurance, disability, health, and dental
- Generous vacation time
- Generous Personal time off
- Employer matching RRSP to support retirement plans
- Personal development
- Competitive compensation
- Compensation for professional fees

HOW TO APPLY

Applicants should send a resumé and cover letter outlining how they meet the specific requirements of the position by email to: hr@metiscapital.ca or by Fax: 587-855-6470. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.