

Administrative Assistant—Métis Urban Housing Corporation

Locations: Calgary

Positions : 1

Position Status: Summer Student 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 it's sister organization Métis Capital Housing Corporation (MCHC), visit our website at metishousing.ca

THE OPPORTUNITY

The Administrative Assistant Summer Student provides administrative support to the Finance Department.

KEY RESPONSIBILITIES**Tenants**

- Ensure tenant files are current with all relevant information.
- Fax, scan and copy documents
- Update and maintain databases such as mailing lists, contact lists and client information retrieve information when requested

Reception Relief

- Serve visitors by greeting, welcoming, directing and announcing them appropriately.
- Answer, screen and forward any incoming phone calls while providing basic information when needed.
- Maintain security by following procedures and controlling access (monitor log book).
- Perform other clerical receptionist duties such as filing, photocopying, faxing etc.

QUALIFICATIONS**Education**

- High School Diploma
- Post secondary education in business, computers, or office management is an asset

Knowledge, skills, and abilities

- Proficiency in the use of computer programs such as MS Office (Word, Excel, PowerPoint), MS Outlook and the internet.
- Proficiency in the use of office equipment such as computers, voice mail, fax, scanner and photo copier.

WORKING CONDITIONS

Works in an office environment, usually a standard work week, some overtime and travel may be required.

WHAT WE HAVE TO OFFER YOU

- The opportunity to work with a non-profit Indigenous organization.
- Helping to make a difference in the lives of Métis and other Indigenous peoples.

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.