

Maintenance Administrator—Métis Urban Housing Corporation

Locations: Edmonton

Positions : 1

Closing Date: April 5, 2024

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

THE OPPORTUNITY

The Maintenance Accounting Assistant is responsible for providing accounting and administrative support to the Maintenance Department.

KEY RESPONSIBILITIES

- Prepare spreadsheets, use the PTM database to prepare reports, memos, and related documents.
- Assist in the preparation of capital investment funding applications.
- Prepare, submit and file Work Orders, Purchase Orders for bylaw notices, ground maintenance and yearly preventative maintenance such as furnace & eavestrough cleaning.
- Assist with issuing Maintenance Purchase Orders as required.
- Develop and maintain a filing system.
- Code vendor and contractor invoices according to the established procedures.
- Make travel arrangements for the Maintenance team.
- Process bylaw notices for tenant chargebacks.
- Answer day-to-day inquiries from vendors & contractors.
- Place orders for maintenance and janitorial supplies.
- Prepare monthly board reports for vacant units.
- Update PTM database with replacement reserve items.
- Collect Petro Pass receipts and compile spreadsheet for Finance.
- Calculate monthly mileage for maintenance fleet and compile it in the spreadsheet for Finance.
- Update and send out yearly contracts for contractors performing renovations.
- Issue request for tenant chargebacks to Tenant Administration Department.
- Track vehicle maintenance.
- Organize maintenance team meetings and take minutes.
- Assist with updating and ensuring the accuracy of the organization's databases regarding maintenance.
- Assist with processing maintenance invoices as required.
- Perform other related duties as assigned by the Senior Director of Operations.

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QUALIFICATIONS

Education

- Post-secondary education in Business Accounting, Finance and Administration.

Professional designation

- None

Knowledge, skills, and abilities

- Cross cultural sensitivity and awareness.
- Proficiency in the use of computer programs such as MS Office (Word, Excel, PowerPoint), MS Outlook, internet and database programs.
- Proficiency in the use of office equipment such as computers, voice mail, fax, scanner and photo copier.
- Excellent organizational skills, including the ability to efficiently respond to numerous demands, short deadlines, complex and varied inquiries from contractors and tenants.
- Excellent verbal and written communication skills.

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 .
- A comprehensive benefits plan including: life insurance, disability, health, and dental.
- Generous vacation time
- Personal time off days
- Employer matching RRSP
- Personal development
- Competitive compensation

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.