

Housing/Office Assistant

Position Overview

We are seeking a reliable, detail-oriented Housing/Office Assistant to join our organization. The successful candidate will provide administrative support to the Housing Division, ensuring smooth and efficient operations in the delivery of housing services. This is an excellent opportunity for individuals interested in community development, property management, or administrative support roles.

Key Responsibilities

- Prepare and organize files, ensuring Housing Manager and team members have all required documentation prior to job commencement, and that files are complete and accurate upon job completion.
- Liaison between Housing Manager, HIFN-Housing Department, tenants, Chief and Council, Housing Advisory Committee and all other stakeholders.
- Schedule appointments, meetings, and site visits for the Housing Division
- Help coordinate maintenance requests and liaise with contractors and tenants as needed.
- Prepare routine correspondence, notices, and reports as directed.
- Maintain confidentiality and uphold privacy standards regarding tenant and property information.
- Assist with accounts receivable, accounts payable and budget functions
- Manage Calendars and scheduling requirements which may include meeting with various stakeholders, preparing materials, reports and may be required to attend meetings to record minutes.
- Assist management with other duties as assigned.

Qualifications

- Completion of secondary school; post-secondary education in administration or a related field is an asset.
- Experience in office administration or customer service, preferably within housing or property management.
- Previous experience or knowledge in building construction and renovations (Quoting) is considered an asset.
- Understanding of Federal and Provincial Building Code.
- Strong proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent written and verbal communication skills.
- Ability to prioritize tasks, work independently, and adapt to changing needs.

Working Conditions

- Full-Time position, Monday to Friday
- Office-based with occasional site visits.
- Competitive salary and benefits package, including paid vacation, PTO and cultural leave.



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Application Process

Interested applicants are invited to submit a cover letter and résumé outlining their qualifications and relevant experience. Applications can be sent via email to pcl@henveyinlet.com. Applications will be accepted until position is filled.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Our Commitment

Our organization is committed to diversity, equity, and inclusion in the workplace. We encourage applications from individuals representing the diversity of Canada, including Indigenous peoples, visible minorities, persons with disabilities, and members of the LGBTQ2+ community.