

Job Posting: Admin and Property Management Support (Full time)

Location: North Vancouver British Columbia

Background

Hiyam Housing Society is an incorporated non-profit Society, newly formed by the Squamish Nation Council as part of its strategic priority to house every Squamish member within a generation. Our mandate is to provide and build affordable housing for low-to-moderate income families with a priority, but not exclusive, focus on Squamish Nation members.

The Squamish Nation has occupied and governed the territory since beyond recorded history. The Squamish Nation's culture is rich and resilient. We continue to practice our customs and traditions, which are strongly interconnected with our traditional territory. Together with our lands, our customs and traditions are the foundations of who we are as Skwxwú7mesh.

General Purpose

The Admin and Property Management Support (APMS) will be an essential part of our team, a positive attitude and attention to detail are a must. A successful APMS will be professional, polite, flexible and accurate. Always prepared and responsive willing to meet each challenge directly. The APMS must be comfortable with computers, general office tasks, excel and at both verbal and written communication.

Summary of Tasks & Duties

We are seeking an organized, self-motivated Admin and Property Management Support (APMS) to:

- Provide administrative support to our office, tenants and staff
- Be responsible for tenant and resident relations and administration for the Society
- Greet guests when they arrive, answer phone calls, respond to emails and organize files
- Actively recruit and screen new tenants for the properties
- Ensure that staff and funders receive accurate and timely information about the status of tenants
- Assist the management staff with administration of the Society including the areas of; financial, maintenance, fundraising and human resources
- Attend Board of Directors, Council and assigned Committee meetings as required
- Taking meeting minutes, writing agendas and coordinating calendars
- Ensure compliance with the legal and Society act requirements of the organization and tracking motions

Education and Experience

- High school diploma
- 3 years of administrative assistant experience
- Knowledge of software including Microsoft Word, Excel, Outlook, PowerPoint and Adobe Acrobat
- Certificate or diploma in business administration
- Previous experience working with an Indigenous organization is desirable

Skills

- Reporting Skills
- Administrative Writing Skills
- Microsoft Office Skills
- Managing Processes
- Organization
- Analyzing Information
- Problem Solving
- Inventory Control
- Verbal Communication

Salary and Benefits

As well as a competitive base salary dependent on the number of years of experience, we also offer corporate benefits.

- A generous compensation package which includes extended health and dental benefits and a superb pension plan
- Access to professional development funds and opportunities for career development
- Annual salary: \$50,000 - \$55,000

Your cover letter and resume should be submitted as one document in your profile when applying for this position. **Deadline date to submit is October 27, 2023.** Please submit document to info@hiyamhousing.com

“Hiyam Housing Society is an equal opportunity employer”