

SIKSIKA TRIBAL ADMINISTRATION

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Siksika Housing
DEPARTMENT: Siksika Housing
POSITION: Property Coordinator
SALARY: Based on Education & Experience
STATUS:

COMPETITION: SH-01-10-25-22

DATE POSTED: 10-25-22

DEADLINE: 11-07-22

NOTICE: DEADLINE TIME TO SUBMIT IS 12:00 PM (NOON)

General and Responsibilities: Duties include but are not limited to:

The Property Coordinator is directly responsible for the administration and management of the rental and housing property programs for Siksika's Housing Department. This position is accountable for the full coordination of the property management to maintain operations, and agreements of all units.

Duties & Responsibilities: Duties include but are not limited to:

- Responsible to engage in negotiations and develop proposals with Canada Mortgage and Housing Corporation, (CMHC) and Department of Indigenous Services Canada (ISC), DIANO and outside agencies funding programs;
- Accountable for all staff work scheduling, community workshop presentations, leave, monitoring, discipline, and performance evaluations of reporting staff members.
- Prepare the annual budget and develop business plans for the program.
- Manage the requirements of all housing programs and partners of the programs, including program reporting and audit requirements.
- Be accountable for the supervision, performance management, actions, and task assignments of all staff under the direction of the Property Coordinator.

CONTACT HUMAN RESOURCE FOR A FULL JOB DESCRIPTION

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

Considerable knowledge in Administrative Management. Knowledge of basic accounting principles required for budgets and financial statements. Ability to plan, schedule, and supervise the work of subordinates. Strong connection building to maintain effective working relationships with the staff and the Nation membership. Capability to work collectively as part of a team, and demonstrated team player qualities and abilities. Understanding of project and property management for construction purpose. Ability to read, comprehend, and write proposals or agreements, including Rental Lease and Operations Agreements. Understanding of proper customer service with the ability to showcase a sense of care. Knowledge in building construction would be an asset

Education and Experience:

- Post-Secondary Diploma in Administration or Management
- Minimum of 5 years of experience working in a supervisory capacity
- Post-Secondary training in construction would be a desired asset

Other:

- Valid Alberta Class 5 Driver's License
- Property Management Certification
- Business Management Certification
- AFOA designation

SUBMIT APPLICATION & RESUME TO HUMAN RESOURCES

NOTE: ONLY CANDIDATES GRANTED INTERVIEWS WILL BE NOTIFIED BY PHONE



Contact Siksika Human Resources Department

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