

# Employment Opportunity



**Position:** Tenant Relations Supervisor

**Service Area:** Housing

**Location:** Siksika Nation

**Salary:** Based on Education and Experience

**Date Posted:** March 7, 2026

**Closing Date:** April 9, 2026

**Competition Number:** COO-02-02-9-26

## POSITION SUMMARY:

The Tenant Relations Supervisor position plays a vital role in overseeing the efficient operation of property management, with a focus on managing property-related tasks and team collaboration. This position will support the Housing Manager by collaborating with various stakeholders to ensure smooth operations, tenant satisfaction, and adherence to Siksika Housing policies and regulations.

## DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

1. Oversee the day-to-day operations of properties, including leasing and tenant relations.
2. Ensure compliance with property management regulations, lease agreements, housing policies and applicable laws.
3. Provide effective leadership and guidance to the property coordination team with collaboration, fostering a positive and productive work environment.
4. Coordinate and resolve tenant complaints and disputes in a timely and satisfactory manner.
5. Oversee property financial activities, including rent collection, budgeting, financial reporting, and expense management.
6. Implement cost-saving measures and strategies to maximize profitability.

## MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- In-depth knowledge of property management principles.
- Strong leadership skills with the ability to inspire and motivate a team.
- Proficiency in property management software and systems.
- Exceptional organizational and problem-solving abilities with a keen attention to detail.
- Strong financial acumen with experience in budgeting and financial analysis.
- In depth knowledge of best practices for handling sensitive and confidential information.

## Education and Experience

Bachelor's Degree in Business Administration, Real Estate, or related field required.  
Relevant certifications (e.g., Certified Property Manager) are highly desirable.  
Minimum of three to six years of relevant property management experience required.

## Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License required.

## Other:

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

**EMAIL** [recruitment@siksikanation.com](mailto:recruitment@siksikanation.com) To Apply, Receive a Job Description or Employment Application form.  
**CALL** 403-734-5567 or 403-734-5579 to learn more.

**WEBSITE** [www.siksikanation.com](http://www.siksikanation.com)

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others