

# Housing Manager



STATUS	Permanent - Full time (35 hrs wkly)
DEPARTMENT	Client Services
DIRECT SUPERVISOR	Assistant Director – Client Services
LOCATION	Kuujjuaq
STARTING DATE	To be determined
POSTING END DATE	March 10 <sup>th</sup> , 2023, 5pm

The Kativik Municipal Housing Bureau (KMHB) provides comfortable, safe and affordable homes adapted to Inuit needs and culture. Through its programs and services, it contributes to the development of vibrant, sustainable and safe communities.

## FUNCTION & RESPONSABILITIES

Under the supervision of the Assistant Director of Client Services, the person has the responsibility of all activities related to the management of social housing in the community, such as: application, leases, rebates eligibility, work orders, etc. The person is also in charge of providing information, support and answers to the needs of tenants related to their house. here is a summary of the tasks you will have to perform:

- Welcoming tenants, applicants and visitors. Provide information and/or assistance whenever request (applications, account balances, KMHB information, etc.);
- Answer phone calls and emails from tenants, applicants and third parties. Provide information and/or assistance whenever requested (applications, account balances, KMHB information, etc.);
- Collect the rent and issue rent receipts;
- Issue Work Orders when tenants, Maintenance staff or KMHB report problems. Follow up with Maintenance when needed;
- Schedule Housing Committee meetings prepare agenda. Attend the meetings, act as Secretary, prepare minutes, honoraria and send them to the Assistant Director of Client Services;
- When requested, hold elections for the Housing Committee or for the KMHB;
- Collaborate with the Construction department regarding to Renovations, keep informed the tenants and keep track;
- Keep the Supervisor informed of all their work activities;
- Assist the Client Services department with any other task when requested;
- Carry out any related work as requested by the Supervisor.

## QUALIFICATIONS

- Secondary V diploma or pertinent experience in replacement of diploma
- Two (2) years of experience ideally related to Clients Services department or activities

## REQUIREMENTS

- Ability to work in two of the three languages of the region (Inuktitut, French or English);
- Knowledge of Microsoft Office Suites (Word, Excel, Outlook);
- Willing to travel for training or meetings;
- Valid driver's license required or the obligation to take a driver's course when one is offered.

## SKILLS & COMPETENCIES

- A great sense of client services;
- Strong communication skills;
- Ability for team work;
- Reliable and punctual;
- Capacity to organize and prioritize to respect deadline;

## SALARY / BENEFITS

KMHB offers a competitive salary, northern benefits and interesting working conditions. The minimum starting salary is \$27.61 and could be more based on the evaluation of experiences related.

**JOIN OUR TEAM!**

SEND YOUR RESUME TO: [HR@omhkativikmhb.qc.ca](mailto:HR@omhkativikmhb.qc.ca)

**Human Resources – KMHB**

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