



DAKOTA OJIBWAY TRIBAL COUNCIL HOUSING AUTHORITY INC

EMPLOYMENT OPPORTUNITY

POSITION: Front Office Assistant (Part time)

LOCATION: Dakota Ojibway Tribal Council Housing Authority Inc.
130-200 Alpine Way, Headingley, MB R4H 0B7

CLOSING DATE: April 2, 2025 @ 4:30pm

FRONT OFFICE ASSISTANT

The Front Office Assistant will provide administrative and clerical support to the housing staff, reporting directly to the Director of Housing. This role requires the ability to interact with tenants, tradespeople, and the public. The incumbent will handle a variety of tasks, ensuring effective communication between internal and external parties.

Duties:

- Answer and direct incoming calls, keeping an accurate daily log.
- Greet visitors professionally and guide them to the right personnel/department.
- Track and direct maintenance calls to staff or vendors, maintaining a log of all requests.
- Handle incoming and outgoing mail, forwarding it to the appropriate housing department personnel.
- Ensure timely and efficient handling of daily correspondence.
- Complete typing tasks for housing staff, adjusting format, layout, and grammar as needed.
- Process rental payments accurately.
- Notify utility companies of new accounts and tenant changes, sending lease agreements as needed.
- Update tenant information in the database regularly.
- Stamp invoices, record unit numbers, and deduct GST.
- File all correspondence using the established color-coded and alphabetical/numerical system.
- Assist new applicants by providing information and placing them on the waiting list.
- Collaborate with housing staff and offer assistance when needed.
- Perform other duties as required.

Qualifications:

- **Minimum of Grade 12 education or equivalency and basic administrative training.**
- Minimum two (2) years Receptionist experience.
- Knowledge of housing and rental procedures.
- Proficient in Microsoft Office and computer skills
- Reliable, punctual, and able to work independently or in team setting.
- Excellent customer service skills.
- Strong organizational and multitasking abilities with good time management.
- Ability to follow oral and written instructions.
- Ability to type a minimum of 50 wpm.
- Knowledge of all office equipment. (Photocopier, debit machines, postage, etc.)
- Driver's license and vehicle proffered.
- Must be bondable.

We thank all who apply and advise that only those selected for an interview will be contacted.

**Interested applicants are invited to forward a resume and cover letter, including two (2) references to:
DAKOTA OJIBWAY TRIBAL COUNCIL HOUSING AUHTORITY INC.**

Attn: Georgina Brass

Ph: (204) 988-5375 Fax: (204) 783-6850

Email: dotchaimgr@dotc.mb.ca