



Cowessess First Nation #73 Employment Opportunity

Cowessess First Nation Housing and Infrastructure Department is currently accepting resumes for the following position:

POSITION: **Junior Tenant Relations Officer**
CLASSIFICATION: **Full Time/Term**

JOB SUMMARY: The Junior Tenant Relations Officer shall provide comprehensive housing services for the Housing & Infrastructure Department and the Membership of the Cowessess First Nation. The Tenant Relations Officer is an administrative support position who is supervised by the Housing Director. The Junior Tenant Relations Officer will be responsible to liaison on a daily basis with tenants and maintain tenant's files ensuring that all agreements, forms and documentation are complete. Conduct move-in, move-out and monitoring inspections. Ensure that the policies and procedures set out by the Housing Department are communicated to the tenants and membership of Cowessess First Nation. The Junior Tenant Relations Officer will be responsible to assist in the development of work plans and initiatives to address the needs and priorities of the rental's portfolio.

QUALIFICATIONS:

- One to two years of experience in the administrative and counseling field.
- Ensure that confidential matters remain confidential.
- Must possess positive public relations skills.
- Must possess knowledge of First Nation Housing and Infrastructure Programs.
- Must have the ability to analyze, assemble and prepare tenant information packages and training initiatives.
- Must possess excellent communication skills to deal effectively with supervisor, fellow employees and the tenant/occupants.
- Must possess the ability to work under pressure to meet deadlines and possess excellent time management skills.
- Must possess the ability to take direction and work with minimum supervision.
- Must possess the knowledge and ability to operate a PC computer and be able to input data into automated system and be familiar with the following software: Microsoft Office, Word & Excel
- Must possess strong organization skills, be punctual, dependable, and reliable and ensure that confidential matters remain confidential.
- Must submit a Criminal Record Check (CRC) and a volunteer Drug Screen Test.
- Must possess a valid driver's licenses and dependable vehicle.

Salary is negotiable.

Please **FORWARD** resumes with three (3) written **REFERENCES** to the following:

Human Resource Department
Cowessess First Nation
P.O. Box 100
Cowessess, Saskatchewan S0G 5L0
Tel: (306) 696-2520/Fax: (306) 696-2767
Email: ava.acoose@cowessessfn.com

DEADLINE for resumes shall be **NOT LATER** than **4:30 p.m. on July 19, 2019**
Only those selected for an interview will be contacted.