



Job Description:
Housing Administrator

POSITION TITLE: Housing Administrator

DEPARTMENT: Housing

CLASSIFICATION: MGO-05

SALARY RANGE: \$55,000.00 to \$65,730.00 Per Annum

POSITION TYPE: Full-time, Temporary 1-year

LOCATION: Saskatoon **ACCOUNTABLE TO:** Director of Housing

Brief Overview:

Under the direction of the MN–S Housing Manager, the Housing Administrator will provide direct support to the Housing Program staff with the administration of various housing programs to support Métis citizens across the province. The Housing Administrator will be required to work directly with Métis citizens to facilitate the applications of housing programs.

Key Responsibilities:

- Directly support Métis Citizens of Saskatchewan with homeowner program application and program administration. This includes but not limited to the following programs:
 - First Time Home Buyer's Program
 - Emergency Repair Program
 - Homeowner capacity building (Basic Home Maintenance, Budgeting, etc)
 - Future programs developed within MN–S to support Métis homeowners and aspiring homeowners.
- Review and processing of homeowner application documentation and obtaining missing information to ensure compliance with program guidelines.
- Answering incoming calls; answering questions, taking messages and re-directing as required.
- Dealing with email inquiries
- Taking meeting minutes



- Data entry
- General office management such as ordering supplies, mailing documents etc.
- Arranging both internal and external events
- Build and maintain strong relationships with Métis Homeowners.
- Other duties/responsibilities as determined by the MN–S Housing Manager.

Qualifications

- Minimum 3 years experience in an administrative role or other similar level position.
- Recognized course in Business Administration or related studies.
- Advanced computer skills including knowledge of Adobe and Microsoft Office programs Outlook, Word, Publisher, Excel, and PowerPoint.

Knowledge and skills:

- Excellent verbal and written communications skills
- Ability to work remotely
- Ability to work as a team and independently
- Strong organizational, analytical, and problem-solving skills
- Proven office management, administrative, or assistant experience
- Knowledge of office management responsibilities, systems, and procedures
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem solving skills
- Knowledge of accounting, data, and administrative management practices and procedures
- Knowledge of clerical practices and procedures
- Knowledge of human resources management practices and procedures
- Relationship management practices
- Microsoft Office (Word, Excel, and PowerPoint)
- Ability to travel

Additional requirements:

- Valid Saskatchewan driver's license and access reliable transportation
- Must undergo a Criminal Record Check with the Vulnerable Sector
- Please submit resume, references, and cover letter to hr@mns.work by **11:59 pm on 22 September, 2021**.
- **Due to COVID-19 Restrictions all applicants must be able to work remotely in a secure location maintaining client confidentiality.**



Only candidates selected for an interview will be contacted.

- As the government responsible for advancing rights and interests of Métis people in Saskatchewan, MN–S is committed to increasing the number of Métis employees working for the Nation. Hiring preference will be given to qualified candidates who are: Métis or another Indigenous group.

