

JOB POSTING



POSITION	Housing Manager
STATUS	Permanent / Full time (35 hrs wkly)
DEPARTMENT	Client Services
DIRECT SUPERVISOR	Assistant Director – Client Services
LOCATION	Tasiujaq
STARTING DATE	To be determined
POSTING END DATE	July 2, 2021 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.

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 **\$26.00** and could be more based on the evaluation of experiences related.

JOIN OUR TEAM!
SEND YOUR RESUME TO:

HR@omhkativikmhb.qc.ca

Human Resources – KMHB
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