

JOB DESCRIPTION

POSITION: Property Manager Assistant
LOCATION:
TERM:
REPORTS TO: Property Manager

Position Summary

M'akola employees embrace the vision, mission and will demonstrate M'akola's core values in their daily work.

Reporting to the Property Manager, this position provides a range of confidential and administrative functions to support the regional property management office. The Property Manager Assistant (PMA) is responsible for the overall flow of work for the regional office and providing exceptional customer service to our tenants while being mindful of M'akola's vision and values.

Responsibilities

- Provide administrative support and assistance to the Property Manager for all aspects of tenancy management and office operations;
- Manage reception duties and provide excellent service to tenants, applicants, stakeholders and others;
- Update various spreadsheets of data and for tracking purposes ;
- Prepare various documents including, letters, memos, correspondence and notices;
- Assist with emergency response coordination;
- Maintain an accurate filing system according to office policy;
- Conduct general duties to ensure office is clean and tidy;
- Order office supplies as needed upon approval;
- Coordinate regional meetings in accordance to M'akola standards; and
- Other related duties as required from time to time.

Knowledge, Skills, and Abilities

- Takes initiative to ask questions and seek answers
- Goal-oriented with a strong desire to meet deliverables and complete tasks
- Ability to be agile and adapt to a changing work environment with competing priorities that can change in a moments' notice
- Strong interpersonal skills (i.e. tact, respectful interactions and diplomacy)
- Strong planning and time management skills
- Exhibits cultural sensitivity and awareness
- Highly organized with a good work ethic
- Proven methods for excellent record keeping, file management and report preparation
- Ability to draft correspondence from brief instructions
- Clear and concise communication verbally and in writing
- Ability to work with minimal supervision as well as part of a high-functioning team

- High level of speed and accuracy for administrative tasks
- A proactive approach that addresses root causes
- Confidently handle stressful and difficult situations in a positive manner
- Maintain confidentiality on all matters
- Ability to understand and comply with M'akola Housing Society Policies and Procedures, vision, mission and values.

Education and Experience

- Certificate/diploma in related field;
- At least 3 years of administrative experience;
- Combination of related education and experience will be considered;
- Experience working with computers, particularly MS Office (Word, Excel and Outlook), training will be provided
- Experience working in and with the Indigenous community preferred.

Other

- Willing to participate in personal and professional development
- Willing travel for occasional M'akola events
- Prepared to work outside of regular business hours on occasion
- Follow M'akola Housing Society policies and procedures; and
- Provide a clear Criminal Record Check.

The performance statements provided in the job description allow for the development of goals and objectives, performance standards, or work plans that will be assessed in the annual performance evaluation of the (Position).

The (Position) may be required to perform other related duties as assigned, which do not affect the nature and scope of the position.

Chief Executive Officer, Kevin Albers

Date

I have read and understand this Job Description and agree to comply with its requirements.

Signed: _____

Date: _____