

JOB DESCRIPTION

POSITION: Administrative Assistant
LOCATION: Victoria – M'akola Office
TERM: Full-time, Permanent
REPORTS TO: Housing Operations

Position Summary

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

Reporting to the Senior Director of Housing Operations, supervised by the Director of Property Management and Director of Housing Services, this position provides a range of confidential and administrative functions to support both the housing services office and the regional property management office. The Administrative Assistant will be responsible for the overall flow of work for the regional office and to provide exceptional customer service to our tenants and partners while being mindful of M'akola's vision and values. This position will be available to support both areas of the business as well as provide vacation coverage to both departments.

Responsibilities

- Provide administrative support and assistance to the Property Manager for all aspects of the office operations
- Provide administrative support and assistance to the Housing Services Department for all aspects of the departments operations
- 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
- Maintain an accurate filing system according to office policy
- Order office supplies as needed upon approval
- Other related duties as required from time to time

Knowledge, Skills, and Abilities

- Excellent skills with MS Office (Word, Excel, and Outlook)
- Strong interpersonal skills (i.e. tact, respectful interactions and diplomacy)
- Strong planning, time management, and organizational skills
- Exhibits cultural sensitivity and awareness
- Clear and concise communication verbally and in writing
- Maintain confidentiality on all matters

Education and Experience

- At least 2 years of administrative experience
- Experience in Property Management administration considered an asset
- Experience using Microsoft Word, Excel, and Outlook
- Experience working in and with the Indigenous community preferred



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Other

- Provide clear Criminal Record Check
- Follow M'akola Housing Society policies and procedures

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 Administrative Assistant.

The Administrative Assistant 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: _____