



EMPLOYMENT OPPORTUNITY

Property Manager Assistant – Part Time M'akola Housing Society – Port Alberni, BC

M'akola Housing Society (MHS) is the largest Indigenous housing provider in BC committed to supporting vibrant, diverse communities in British Columbia for over 30 years. Our Property Manager spans the-province comprising over 1,600 homes and involves property management, asset management and assisted living.

At MHS, we have energetic and engaged teams. Each member brings a unique approach and skillset, and together we are committed to delivering high-quality service to our tenants and their communities.

Position Summary

The Property Manager Assistant (PMA) is an important part of the portfolio management working closely with the Property Manager. The PMA is responsible for day to day operation of the Region office including telephone, walk ins, mail, file management, and tenant information. The PMA codes invoices and maintains appropriate financial reporting and procedures. The PMA works cooperatively in a team environment to provide prompt, thorough and accurate service, taking responsibility for seeing tasks through to completion. The PMA is assigned work as required based on changing business needs and priorities.

The part-time schedule is flexible, preference would be Monday – Friday 9:00am – 2:00pm.

Qualifications

- Secondary school graduation or equivalent
- Post-secondary courses in office systems and procedures
- Minimum of three years office experience, including at least one year providing detailed information to the public
- Experience providing direct customer service to the public, preferably in a Contact Centre environment, would be an asset
- Experience in and with the Indigenous community is an asset

Required Knowledge and Skills

- Good grammar, spelling and punctuation
- Knowledge of the *Residential Tenancy Act*
- Good conflict resolution skills and the ability to demonstrate patience and tolerance and exercise tact, diplomacy and good judgement when dealing with upset, angry clients with diverse cultural, educational and socio-economic backgrounds
- Excellent problem-solving skills
- Ability to establish and maintain effective working relationships with staff and the public
- Ability to apply legislation, regulations, operating agreements and other information sources for the purpose of assessing and explaining eligibility.
- Ability to plan, meet deadlines and adapt to critical priorities in an environment with competing priorities and a heavy and diverse workload without compromising the quality of work
- Ability to multi-task in a fast paced environment



- Ability to work independently, and to contribute and co-operate in a team environment
- Sound mathematical and analytical skills
- Excellent working knowledge of computer applications including MS Word, Excel, and Outlook, and ability to manoeuvre between applications with ease

We hire employees of all cultures including Indigenous and non-Indigenous. Our Indigenous employees have diverse backgrounds including status, non-status, Metis and Inuit. We welcome applications from all backgrounds and cultures to join our diverse team.

Preference will be given to applicants of Indigenous ancestry (**please self-identify**) as per Section 41 of the BC Human Rights Code.

Please submit your Resume and Cover Letter to humanresources@makola.bc.ca

In subject line indicate: PM Assistant and your name.

Only those selected for interviews will be contacted.

For statistical purposes please indicate where you saw this job posting i.e. job site, email etc.