



Employment Opportunity

Job Title: Administrative Assistant / Service Manager Clerk (Full Time)
Department: Housing & Facilities
Reports To: Director of Building Construction & Renovations

Duties and Responsibilities:

- Compile, verify, record and process written requests, applications, cost estimates, contracts, budget purchase orders, requisitions, invoices, work schedules and other forms and documents using computerized and manual processing system.
- Developing and maintaining a comprehensive program for data management, Service Manager.
- After hour and weekend lock outs and key replacement.
- Prepare contracts revisions and additions to contractual agreements with New Housing contractors.
- Maintain key long, keys for existing homes and assign locks for new home construction.
- Coordinate and schedule snow removal for Elders steps and walkways.
- Direct the purchase of building material and supplies for office use.
- Responsible for updating and the reviewing of all information on repairs and service calls in the Housing Online Tracking System. This includes checking for accuracy and inputting up to date information as it comes in and completing jobs/tasks.
- Integration of all databases.
- Make corrections and additions to all database records.
- Work as part of a project team to coordinate database development and determine project scope and limitations.
- Facilitating and delivery of all communications deliverables including: mailings; labels; lists; reports, etc.
- Photocopy and collate documents for distribution, mailing and filing.
- Develop standards and guidelines to guide the use and acquisition of software and to protect vulnerable information.
- Manage Purchase Requisitions; create electronic backups, integration of electronic Purchase orders into Service Manager Program for cost tracking & contractor payment.
- Respond to telephone, in-person or electronic inquires and relay telephone calls and messages plus record all incoming phone calls.
- Greet visitors, as certain nature of business and direct visitors to appropriate person.
- Provide general information to clients and the public in courteous manner.
- Record and prepare minutes of meetings.
- To assist the departmental QA Representative and help implement ISO requirements.

Qualifications:

- Diploma/Certificate in Office Administration;
- Experience with various computer software such as MS Office; and/or is willing to learn;
- Excellent oral and written communication skills;
- Excellent typing skills;
- Must have good organizational skills;
- Ability to deal with the public.

Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Applications/Resumes can be submitted to:
Membertou Human Resources Department
Attention: Richard Stevens
47 Autwen Ma'sl Awti
Membertou, NS B1S-2P5

Or via email to: jobs@membertou.ca

Deadline for applications: Friday, February 7th, 2025 at 4:30 pm AST

Thank you for your interest; however, only those selected for an interview will be contacted.

Membertou reserves the right to pause, extend or revoke this posting at any time without notice.