



Ontario Aboriginal Housing Services

Position: Receptionist/Administrative Support Assistant

Closing: Posting will remain open until position is filled

Term: Up to 1- year contract (35 hours/week)

Ontario Aboriginal Housing Services (OAHS) provides safe and affordable housing for First Nation, Métis, and Inuit people living in urban and rural areas of Ontario. Our Vision is “to lead the design, development and delivery of sustainable and culturally appropriate housing that promotes excellence in the Aboriginal community and organizational infrastructures”.

Services, provided throughout the province from our provincial office located in Sault Ste. Marie and satellite offices in other communities, include:

- Property management of over 2300 subsidized housing units;
- Provision of assisted homeownership program providing down payment and home purchase assistance;
- Provision of an assisted homeowner repair program;
- Supportive housing services for our tenants;
- Supporting the development of new housing; and
- Program management, development and title services to local community organizations

We are currently seeking a **Receptionist/Administrative Support Assistant** for our office located in **Peterborough, Ontario**. Reporting to the Property Manager and working closely with the Property Management team, the successful applicant will be responsible for receptionist duties and administrative support as needed.

Duties and responsibilities will include, but not be limited to the following:

- Support OAHS’s mission and vision and make significant contributions to the achievement of the corporate strategic plan;
- Utilizing various communication mediums to communicate with property management staff located onsite, in the field and in other OAHS offices;
- Responding to telephone and in-person inquiries from clients, business partners, and other parties;
- Referring all inquiries to the appropriate individuals, divisions, or departments across the organization;
- Completing meeting, travel and other event logistics as required;
- Accepting and recording telephone, e-mail, or written messages for staff;
- Utilizing Microsoft Office products to produce correspondence, spreadsheets and presentations;
- Maintaining client data;
- Opening, logging and distributing incoming mail;
- Preparing routine responses through hard copy or email processes;
- Presenting a positive and professional image of the organization to all visitors, suppliers, through inquiries and other interactions;
- Other duties as required.

The successful candidate will have the following qualifications and skills:

- Knowledge of and an appreciation for Indigenous culture and demonstrated values that focus on assisting people.
- College Diploma or combination of education and work experience;
- Office/administrative experience preferred;
- Ability to work independently and within a team environment, with a focus on quality and accuracy;
- Strong problem-solving skills and the ability to use sound judgment;
- Excellent customer service skills;
- Demonstrated ability to communicate both written and orally using multiple channels with a variety of stakeholders both internal and external to the organization.

- Strong interpersonal, organizational and analytical skills; and
- Proficiency with MS Word, Outlook, and Excel.

Conditions of employment:

- Ability to travel as required (limited requirement);
- Ability to work varying hours/days if required;
- Valid CPIC clearance (Criminal Records check) and/or Vulnerable Sector Check;
- References;
- Current, valid Ontario Driver's License (preferred) and safe driving record.

Compensation:

- In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal Housing Services offers a comprehensive compensation package. This comprehensive compensation package includes:
 - Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
 - Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Aboriginal Day, Remembrance Day, and Family Day;
 - Opportunity for cultural, educational and other approved leaves;
 - Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity; and
 - A competitive salary in pay band B1 with a range of \$32,500.00 to \$39,600.00.

Working Conditions and Physical Capabilities:

- Ability to sit at a desk for extended periods of time during the work day;
- Ability to communicate verbally, in person and by telephone with colleagues and clients;
- Repetitive tasks;
- Ability to use office equipment and use of filing cabinets;
- Ability to lift up to 20lbs.

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received.

- Email to HRPBO@oahssc.ca or
- Mail to: Amanda McAuley
Human Resources & Payroll Associate
Ontario Aboriginal Housing Services Corporation
Attn: Human Resources
500 Bay Street, Sault Ste. Marie ON P6A 1X5

In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.

This competition is open to internal and external candidates with the possibility of Secondment for internal candidates. The continuation of this position is subject to funding renewal.

Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.