

Job Description

Housing Clerk

The Housing Clerk provides administrative and clerical support to the Nunatsiavut Housing Commission, ensuring the smooth operation of housing programs and services. This role involves maintaining accurate records, assisting with housing applications, responding to inquiries, and supporting the Director of Housing in various tasks related to housing administration.

The Opportunity:

Reporting to the Director of Housing, the Housing Clerk provides administrative support for housing services by acting as the main contact for inquiries, managing correspondence, and keeping housing records updated. Responsibilities include coordinating inspections, preparing tenant notices and eviction paperwork, maintaining housing databases, and tracking expenses. The Housing Clerk assists with housing applications, lease agreements, rent collection, unit transfers, and responding to inquiries. It also involves managing confidential records, updating housing waiting lists, and preparing reports related to housing statistics and client demographics. The role fosters community engagement by building relationships with partners, participating in housing-related events, promoting housing programs, and maintaining the department's website.

Who You Are:

The ideal candidate has a high school diploma and preferably some experience in administrative support or housing. You possess strong organizational, time management, and communication skills, along with proficiency in Microsoft Office and database management. You will have a high level of attention to detail, confidentiality, and the ability to work both independently and in a team. Knowledge of housing programs, especially in Indigenous communities, is beneficial, and familiarity with Inuit culture is highly desirable. Bilingual ability in Inuktitut and English is considered an asset.

Location: Hopedale

Position: Full-Time

To apply for this opportunity, please submit your resume to: humanresources@nunatsiavuthousing.com

The Nunatsiavut Housing Commission is committed to building an environment that is diverse and inclusive, representative of the communities in which we serve. If you have a disability and require an accommodation(s) to participate in the application, interviewing or selection process, please contact Giselle.elliott@nunatsiavut.com.

We appreciate all applicants; however, only those selected for an interview will be contacted.

Deadline for applications : posted until filled