



EMPLOYMENT OPPORTUNITY

Administrative Assistant - Housing (Temporary)

JOB OVERVIEW:

The **Administrative Assistant – Housing** will support the housing department with all data input, database building and maintenance of all AIS Housing Management Software records. Providing clerical and administrative support to ensure that FMFNPWH services are efficient.

RESPONSIBILITIES:

- Create housing profile for each property owned by FMFN468
- Takes the lead on all data input, database building and maintenance of all AIS Housing Management Software records
- Takes the lead for the transfer of paper files/housing records to the digital archive system with AIS, ensuring that all information is treated in a confidential manner;
- Acts as lead on any modifications and/or corrections needed with the AIS system.
- Works closely with the Housing Coordinator, CSO and off-site software administrators to customize programming to fit FMFNPWH's housing and asset management needs.
- Assists with filing, copying, data entry and organizing as assigned.
- May be required to assist with preparing financial reports on a monthly basis as they apply to AIS system, as requested.
- Attends training workshops as required;
- Enter and update data on AIS software.
- Duties may vary to cover the areas of greatest demand on a day-to-day basis, which enables the Housing Department to meet its objectives with administrative support.
- Performs other duties as required from time to time and as requested

REQUIREMENTS:

- Grade twelve (12) Diploma or equivalent required
- A certificate or Diploma in Business or Office Administration would be considered an asset.
- One (1) to two (2) years of experience in an Administrative role
- Knowledge of computer software applications such as Excel, PowerPoint, and MS Suite.



- Strong data management and organizational skills with the ability to manage multiple tasks and complete priorities
- Strong verbal and written communication skills, interpersonal skills and attention to detail
- An aptitude and enthusiasm to learn AIS System
- Must be self-motivated, able to work independently and to carry out assignments with limited guidance.

WHY APPLY?

In addition to your Salary/Hourly earnings, we also offer the following after 3 months:

- Our commitment to accountability, respect for one another, and hard work.
- A benefits package with Insurance, Medical, Dental, and Vision coverage
- A healthy work-life balance with half-day Fridays
- Employee and Family Assistance Program
- We care a lot about your future, and we offer a defined contribution Registered Pension Plan
- An opportunity to work for a harmonious community with a rich culture that builds its economic and social success

HOW TO APPLY:

By e-mail at hr@fmfngroup.com

FMFN#468 would like to thank all applicants at this time; however, only candidates selected for interviews will be contacted directly.