



## Employment Opportunity Clerk

Reference No. SHD-ADM-CLE-0819

**Purpose:** Reporting to the Office Manager, Cowichan Tribes Sustainable Housing Department is seeking a skilled professional to provide clerical administrative support ensuring our services are completed in an effective and efficient manner involving material of a confidential and sensitive nature. This is a fulltime permanent position.

### Responsibilities:

- Prepare a variety of documents such as correspondence, reports, and newsletter inserts
- Attend department meetings
- Pick up office supplies ordered for the department when needed
- Ensure housing files are updated and have most current information
- Manage and update the housing wait-list
- Deliver notices and documents to community members when needed
- Record and transcribe Housing Committee meeting minutes
- Prepare and distribute committee agendas and minutes
- Coordinate meeting details, such as preparing the agenda, confirming member attendance, securing a location, and other relevant details
- Provide technical assistance to the Housing Committee
- Provide coverage to the Maintenance Clerk and the Sustainable Housing Receptionist when needed
- Other related duties

### Education and Experience: *(Please attach all corresponding documents)*

- Completion of Grade 12 or equivalent
- Certificate or Diploma in Office Administration or related program is required
- Proficiency in Microsoft Office Suites programs
- Minimum 2-years' clerical experience required
- Minimum class 7 (N) driver's license required. Please provide photo copy of license with application

### Skills, Knowledge, and Abilities:

- Extensive knowledge of CMHC, Sustainable Housing Department, and Cowichan Tribes housing programs and funding requirements
- Extensive knowledge of Microsoft Office Suite programs required and working knowledge of in-house systems i.e. TIFIS and AIS considered an asset
- Well-developed written, oral, and interpersonal skills
- Organizational and file management skills required
- Time management with the ability to multitask different tasks simultaneously
- Knowledge of internal and external community housing resources
- Knowledge of Cowichan Tribes programs, language, culture, customs, and traditions

*Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.*

**Attention: Reference No. SHD-ADM-CLE-0819**

Human Resources Department, Cowichan Tribes

5760 Allenby Rd. Duncan, BC V9L 5J1

Email: [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

Website: <http://www.cowichantribes.com/employment>

**Deadline: 4:00 p.m. Thursday, September 12, 2019**