



Tse'khene Development Limited Partnership

General Delivery, McLeod Lake, BC V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting **Part-time** **Properties Coordinator**

The Properties Coordinator is responsible for day-to-day operations of rental properties owned by the McLeod Lake Indian Band under the direction of the Tse'khene Development Limited Partnership Manager and with the advice of the Off Reserve Housing Committee. Specifically, the Coordinator is responsible for managing a portfolio currently located in Mackenzie; one commercial property, in Chetwynd, On Reserve responsibilities includes the maintenance and leasing of the Ah'da Centre.

RESPONSIBILITIES

The Properties Coordinator will be responsible for, but not limited to the following:

With input from the Off Reserve Housing Committee and TDLP Manager, the Properties Coordinator is responsible for:

- Interviewing of prospective tenants.
- Recommending the acceptance of tenants for housing.
- Processing of tenant applications for housing and the assignment of appropriate housing.
- Preparation and negotiation of housing tenancy agreements: including rent and service charge arrears, nuisance, harassment, and misuse of property.
- Dealing with breaches of tenancy agreements.
- Deal with individuals and families who could be going through stressful situations and provide some assistance.

Under supervision and direction of the Economic Development Manager, the Properties Coordinator will:

- Inspect and note deficiencies in TDLP's modular homes and land.
- Ensure seasonal maintenance of structures are done.
- Engage contractors to maintain and repair structures and ensure that all TDLP structures and properties are in good condition and maintained.
- Identify future housing needs and recommend solutions.
- Managing, directing, and developing subordinate professional, technical and teambuilding of staff and clients.

QUALIFICATIONS

Excellent interpersonal and team building skills with the ability to prioritize tasks.

Effective decision-making ability.

Able to defuse situations which may be of a stressful nature, using a pragmatic approach. The coordinator ensures that all operations are conducted in a respectful and responsible manner.

Work with other employees of TDLP and McLeod Lake Indian Band in a respectful and collaborative manner.

Ability to take initiative and work independently within tight timeframes.

Class 5 drivers' licence is essential.

Good knowledge of housing rental management and the care and maintenance of housing units.

Supervision of repair and maintenance services.

Good user knowledge of Microsoft Office Suite.

This role requires good user knowledge of MS Office Suite and advanced administrative and communication skills.

OTHER

Most of the work can be done within regular TDLP business hours, although additional hours of work and /or flexible hours of work will be required from time to time.

Please submit a cover letter and resume to:

McLeod Lake Indian Band

General Delivery

McLeod Lake, BC

V0J 2G0

Attention: Human Resources Advisor

e-mail: hrdept@milib.ca

Posted: September 08, 2023