

The District of Nipissing Social Services Administration Board is hiring!

Maintenance Clerk (Bilingual) BULLETIN NO. H2022-12

Do you aspire to have a fulfilling career working in the public sector with a locally respected organization? Under the direction of the Corporate Assets Supervisor, the Maintenance Clerks will effectively perform clerical and administrative functions to support the coordination of maintenance and capital work in buildings and units throughout the NDHC portfolio.

Duties will be completed in accordance with established policies and procedures and in compliance with the Housing Services Act and the Residential Tenancy Act, Building Code, Occupational Health and Safety (mould and asbestos), Fire Code, and associated regulations. The DNSSAB offers a competitive salary at \$25.51 per hour, a team oriented work environment, encourages work-life balance with the right to disconnect, and is committed to ongoing development.

Qualifications:

- Post-Secondary diploma in related property management or business administration discipline, or an acceptable combination of education and experience;
- Two years' experience in property management systems; including completing work orders and purchase orders;
- Excellent knowledge and proficiency of administrative functions and office procedures;
- High-level proficiency in desktop applications including Microsoft Office Suite;
- Knowledge of the Housing Services Act, Building Code, Occupational Health and Safety (mould and asbestos), Fire Code, and legislation and accompanying regulations;
- Knowledge of and experience in delivering excellent customer service;
- Detail oriented with keen observation skills;
- Ability to interpret and explain legislation, policy and procedures;
- Ability to communicate effectively and tactfully both oral and written;
- Ability to work in a stressful, fast-paced environment and recognize emergency situations;
- Ability to maintain composure, compassion and understanding during challenging situations;
- Ability to deal with a diverse client group with tact and diplomacy;
- Excellent organizational skills are required to organize and schedule daily work or tasks, while being sensitive to time constraints and resource availability. Will often be required to work toward meeting tight deadlines.
- Building maintenance experience an asset.
- Fluently bilingual in both English and French.

Applications for the above position will **only** be accepted through the **Plum Recruitment Tool** up to **4:30PM, Tuesday, May 24, 2022. Please follow this link <https://bit.ly/3NeuDhI> to apply now!** You will be required to create a profile and complete an assessment prior to uploading your cover letter and resume. Your profile will allow you to stand out from your fellow applicants for your unique skillset. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance.

We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.