

## The District of Nipissing Social Services Administration Board is hiring! Administrative Support Summer Student (Summer Employment 9 weeks) Bulletin No. H2022-10

Under the supervision of the Supervisor of Tenant Services, the Administrative Support Student provides support to staffs that manage and administer Nipissing District Housing Corporation properties.

The position is responsible to assist designated frontline staff in general administrative support functions such as data input, gathering statistics, filing, etc. This position is required to provide optimal quality customer service, be detail-oriented, have some knowledge of applicable legislation, policies and procedures, community resources and a variety of computer programs and software. This position will assist Tenant Retention Officers in the field with unit and yard inspections throughout the district, as well as propose/implement tenant engagement activities.

The DNSSAB offer a salary of \$16.00 per hour, 30 hours per week and a team oriented work environment, we encourage work-life balance with the right to disconnect, and are committed to ongoing development.

### Qualifications:

- Current enrolment or graduation in 2022 from post-secondary diploma or degree in Human Resources, Business Administration or related discipline;
- Previous experience in Housing is considered an asset;
- Proficiency in the use of computer applications with the ability to produce spread sheets, correspondence, reports and presentations using applications including Word, Excel, PowerPoint, and Outlook;
- Excellent verbal and written communication skills;
- Good interpersonal and customer service skills;
- Knowledge of general office procedures;
- Ability to manage daily workload, set priorities and meet required deadlines while managing with competing demands;
- Ability to work in a team environment;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- Respect of the confidentiality of privileged and sensitive personal information.

Applicants must submit a current resume with a cover letter to the Human Resources Department by **email** indicating how their qualifications meet the requirements specified in the bulletin. Please ensure to indicate the bulletin number and position title for the specified posting you are applying for.

Applications for the above position will be accepted **by email** at [jobs@dnssab.ca](mailto:jobs@dnssab.ca) up to **9:00AM, Monday, June 6<sup>th</sup>, 2022**.

**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.**

\*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.