



Sioux Valley Dakota Nation

Employment Opportunity

Sioux Valley Housing Authority

Receptionist

Full-Time, Permanent

Position Summary: Reporting to the Director of Housing the Housing Administration Assistant will perform all clerical and administrative duties related to the administration of the Sioux Valley Dakota Nation (SVDN) housing program

Position Duties:

- Answer phones, respond to inquiries, re-direct calls, and take messages
- General office duties; typing, photocopying, faxing, filing, and editing
- Monitor email and mail correspondence
- Type correspondence as required and deliver for appropriate signatures
- Track, review and keep records of housing applications, renovation requests and new projects
- Schedule housing inspections with tenants and prepare notices of inspection
- Provide support, guidance, and assistance to the SVDN Housing Employees
- Coordinate and log work orders for maintenance and inspections
- Ensure that the Nation's housing policies and by-laws are consistently implemented and enforced
- Ensure invoices, request for purchase orders get to finance for processing
- Ensures PO once received from finance are documented and sent to suppliers
- Works in a respectful and professional manner with tenants to resolve housing concerns and complaints, and maintain a record of issues addressed
- Prepare work orders for contractors
- Maintain the records and filing system
- Other duties as required

Qualifications:

- Grade 12 diploma or equivalent
- Two years working experience as an Administrative Assistant
- Broad range of computer skills, particularly in Microsoft Office products and CRW system
- Excellent written, verbal and comprehension skills
- Excellent time management and problem-solving skills
- High degree of accuracy, attention to detail and critical thinking
- Ability to manage competing demands and to be highly organized
- Demonstrated ability to handle sensitive and personal information in a confidential manner
- Ability to provide as a condition of employment a Satisfactory Criminal Record
- Check, Clear Adult Abuse Registry Check and Clear Child Abuse Registry Check
- Valid drivers license and access to a reliable vehicle
- Knowledge of Indigenous cultural, customs, values, and traditions
- Commitment to Sioux Valley Dakota Nation mission, policies, and Dakota values

Submit Cover letter and Resume indicating Competition Number: 202440

Human Resources Department

Sioux Valley Dakota Nation

P.O. Box 38

Griswold, Manitoba R0M 0S0

Phone: 204-855-2760 Fax: 204-855-2131

Email: hrapplications@svdngovernance.com

This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted. For full job description, please email hrapplication@svdngovernance.com to request a copy.