

Job Opportunity

POSITION: Housing Clerk

Supervisor: Housing Manager

Department: Administration

Deadline: July 2, 2010

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Primary Responsibilities

- Assist band members regarding all aspects of housing & renovation programs, with all Communities, Binche, Tache and Middle River
- Assist Tl'azt'en Nation Band members with housing and renovation applications
- Plan, report and oversee renovation projects
- Supervise casual labors
- Follow guide lines of Canadian Mortgage Housing Corporation (CMHC) and Indian and Northern Affairs Canada
- Required reports submitted on time
- Be familiar with Tl'azt'en Nation Policy and Procedures
- Assist the Housing Manager where applicable
- Help organize the Housing Committee meetings

Education/Skills

- Grade Twelve Diploma
- Three years administrative experience
- Financial background preferred
- Valid Driver's License
- Strong organizational skills
- Mature and confident with ability to deal with clients with empathy and honesty
- Computer literate with experience in office procedures.
- Good written and oral communication skills
- Essential to work within a team setting and independently as required

All interested parties please send a copy of letter and updated resume to Human Resources Manager by Fax, email or drop off at Tl'azt'en Nation Education Centre in Tache. Fax 250-648-3288, verne.tom@tlazten.bc.ca