



Making a difference...together

Employment Opportunity

Property Assist Clerk

Planning & Protective Services – Regional Housing

Competition	20/095
Status	Auxiliary (6 month term)
Hours of Work	70 hours bi-weekly
Rate of Pay	\$28.56 to \$30.48 per hour plus 14% in lieu of benefits
Review of applications begins	4:00pm on June 29, 2020

Summary

Reporting to the Senior Property Manager – Procurement and Asset Services, the position provides administrative and clerical support in a variety of areas of property maintenance operations. This position regularly communicates, collaborates and coordinates with other CRHC staff to ensure a strong team culture that supports CHRC goals and objectives.

The anticipated length of this term assignment is approximately 6 months.

Duties & Responsibilities

- Processes and codes administrative, maintenance operating and capital replacement payables using SAP & Plant maintenance module; including contract billings and ensuring timely payment of statutory lien holdbacks and reoccurring payments
- Schedules, coordinates and provides administrative services for new and ongoing preventative maintenance programs, timely completion of annual inspections, appliance replacements, pest control tracking, maintenance of pest resource sheets and Caretakers' /Property Managers' meetings.
- Receives unit paint awards for turnovers, stores them to Sharepoint and provides Property Manager with applicable chargeback portions for move out.
- Responds verbally or in writing to inquiries, complaints and unit modifications from residents, neighbours and service contractors in coordination with Property Managers and Caretakers.
- Liaises with caretaking staff to ensure that tenant notices are distributed.
- Creates capital plan sheets including 'to date' spending, prepares component spending reports for analysis and minor component pattern development as assigned.
- Works with Property Managers, contractors, consultants and other staff to coordinate and schedule maintenance services; ensuring all parties receive accurate, timely information that impacts the complex.
- Coordinates parking access cards for underground parking & supports Caretakers dealing with towing company.
- Responsible for filing as assigned
- Coordinates jointly with other Administrative Clerk 3 and Property Managers in the CRHC Worker Check program.
- Provides support to other Administrative Clerk 3s (Maintenance & Accounts Services)
- Follows all policies, procedures and standards of the CRD
- Performs other related duties as required.

Qualifications

- One year certificate in administration or business including basic accounting courses plus a minimum of two years' directly related clerical/administrative experience or the equivalent combination of education and experience.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Experience with and understanding of social housing, property management or other non-profit social services would be an asset.
- Experience with accounts payable processing
- Typing speed of not less than 55 wpm
- High degree of calculator speed and accuracy
- Experience and proficiency with word processing (MS Word), spreadsheets (MS Excel), presentation (MS PowerPoint) software and databases
- Experience with computerized enterprise system such as SAP
- Ability to multi-task in a fast paced work environment
- Ability to deal with applicants, tenants and the general public in stressful situations
- Ability to work with a minimum of supervision

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "[Careers](#)".

The CRD thanks you for your interest and advises only those candidates under active consideration will be contacted.

