



## FULL-TIME PERMANENT TENANT RELATIONS OFFICER

The position is one of two Tenant Relations Officers (TRO) for the Iqaluit Housing Authority, managing 500 public housing units on behalf of the Nunavut Housing Corporation.

Duties include:

- accepting payments and following up on collections
- receiving and processing applications for Public Housing
- dealing with tenant issues
- tenant check-in & check-outs
- maintaining lease files
- assisting in determining tenant damages; maintaining tenant files up to date; and
- any other related duties as required by supervisor.

The successful candidate will meet the following requirements:

- Grade 12 education or equivalent
- computer literacy – MS Word, Excel, Outlook, databases experience in administrating policy & procedures
- ability to deal with the public in a confidential and professional manner bilingual Inuktitut/English – speaking and reading; writing an asset
- a valid driver's license (or willingness to obtain one within 60 days) ability to deal with sensitive and difficult situations
- ability to work as a team member with minimal supervision

Job description is available from the contact below. We offer a generous salary starting at \$35.97 per hour plus \$3.85 per hour settlement allowance and all applicable benefits as per the collective agreement. Housing is not provided. Only those applicants required for an interview will receive a response. A criminal record check is required for the successful candidate.

**CLOSING DATE: February 12, 2021**

Submit resume and covering letter to:

Shawn A. Wooldridge, General Manager  
Iqaluit Housing Authority  
PO Box 340  
Iqaluit, NU X0A 0H0  
Email: shawn.wooldridge@iqaluithousing.ca  
Fax: 867 -979-4349