



EMPLOYMENT OPPORTUNITY

POSITION: OFFICE ADMINISTRATOR

DURATION: FULL-TIME PERMANENT (37.5 HRS/ WK)

CLOSING: POSTED UNTIL FILLED

RATE OF PAY: \$ 21.00/ hr

About the Organization

Simcoe Urban Native (S.U.N.) Housing Inc. provides affordable housing to low- and moderate-income Indigenous families and seniors in the City of Barrie.

About the Opportunity

S.U.N. Housing Inc. is looking to hire an **Office Administrator** to oversee and coordinate all office administration duties while providing exceptional customer service to our tenants, vendors and funders.

More specifically your responsibilities in this role will include:

- Opening and closing office
- Answer phones and emails, taking messages
- Processing and recording mail
- Maintain the organizations records and files
- Write and mail correspondences to tenants; Deliver time sensitive notices
- Maintaining the waitlist and replying to applicant inquiries
- Creating work orders for maintenance requests from tenants; Schedule vendors
- Receive rents and provide receipts
- Weekly bank deposits
- Run cheques to Board of Directors for signing
- Update and maintain the organization's policies and procedures
- Order office supplies and research new deals and suppliers
- Plan and schedule appointments
- Assist in the preparation of regularly scheduled reports for management on needed actions.
- Update and maintain social media platforms, ie: website, Facebook, Instagram
- Ensure office is kept clean and organized
- Cover the after-hours emergency phone line as needed
- Perform other additional duties or job functions that may be assigned from time to time which are deemed necessary.

To qualify for this role, you will have:

- Post-Secondary education in Business Administration, Aboriginal Studies,
- Or minimum 2-3 years of related work experience
- Working in the Non-for-Profit and Social Housing sector an asset
- Attention to detail and accuracy is a key component of this position.
- Ability to communicate effectively
- Strong presentation skills
- Working knowledge using computer programs; Microsoft Office that includes, Word, Excel, and Outlook;
- Familiar with Zoom virtual meetings
- Have or willing to obtain CPR First Aid and WHIMIS certificates
- Able to work outside regular business hours as required
- A valid Driver's license and access to a vehicle is an asset

The successful candidate will demonstrate strong **problem-solving** and **time management skills**. The ability to coordinate many activities simultaneously and to track the progress of all the activities is crucial.

S.U.N. Housing offers an excellent work life balance. Health benefits are offered after a 3-month probation period.

Finally, you must be self-motivated and have the ability to work effectively individually and as part of a team. Please note this is a non-unionized position.

PLEASE SEND RESUMES AND COVER LETTERS BY EMAIL TO:

ADMIN@SUNHOUSING.CA
ATTENTION: HIRING COMMITTEE
1B- 67 PEEL ST
BARRIE, ON
L4M 3L3