



FORT SIMPSON HOUSING AUTHORITY

HOUSING MANAGER

Indeterminate

The Housing Manager is responsible for the administration, management, maintenance, and delivery of all public social housing programs and services for over 147 housing units, including 89 subsidized units, market rental units, and HELP units located within the communities of Fort Simpson, Jean Marie River, Nahanni Butte, Sambaa K'e, and Wrigley, Northwest Territories.

The Housing Manager coordinates between the Fort Simpson Housing Authority (FSiHA), the Northwest Territories Housing Corporation (NWT HC) District Office, Headquarters, and other Government departments to facilitate and maintain a harmonious working relationship in the completion of maintenance, projects, and administration of properties.

The Housing Manager is responsible for supervising the day-to-day administrative operations of staff; monitoring all properties to ensure the units are safe and properly maintained; managing tenant relations; rent collections; and working within the budget allotted to the Fort Simpson Housing Authority.

The Housing Manager performs the day-to-day financial operations of the Fort Simpson Housing Authority according to Generally Accepted Accounting Principles (GAAP), NWT HC, and GNWT financial legislation, policies, and Management/Partnership Agreements.

The ideal candidate must have a strong financial background, with excellent communication skills; and shall have a designation or post-secondary education in business with related work experience in property management.

**An equivalent combination of education, experience, knowledge, skills, and abilities may be considered*

**Salary shall commensurate with education and experience*

A job description with a complete list of duties and responsibilities may be obtained by contacting the Nahendeh District Office at 1-867-695-7700.

Please email your resumé to:

Karen_Orser@gov.nt.ca

Closing Date: January 24, 2020 at 5:00 pm