



**Bilijk**  
**77 French Village Road**  
**Kingsclear First Nation, NB**  
**E3E-1K3**  
**Tel: (506) 363-3028**  
**Fax: (506) 363-4324**  
[www.kingsclear.ca](http://www.kingsclear.ca)

## **Job Posting**

### **Housing Administrative Assistant**

**Position:** Housing Administrative Assistant

**Location:** Bilijk (Kingsclear First Nation)

**Department:** Housing

**Reports to:** Director of Housing

#### **Summary:**

Bilijk is looking for an experienced, career-minded individual to join our team in the Housing Department. The successful candidate will be part of the housing team that provides services for all community members with general inquiries on housing-related issues.

Duties will vary (under the direction of the Housing Director) to cover the areas of greatest demand on a day-to-day basis, which enables the Housing Department to meet its objectives with administrative support.

#### **Roles and Responsibilities:**

- Provide administrative support to the Housing Director.
- Document all timesheets.
- Maintain a high level of confidentiality in all interactions.
- Maintain a professional image and demeanor with all employees, management, executives and visitors at all times.
- Maintain community members' files and correspondences.
- Monitor community members' files and consult with the Housing Director on issues related to on-going work.
- Collect information to generate letters and associated documents.
- Maintain filing system.
- Update files on computerized system.
- Drafting up advisories for community members in newsletter.
- Undertake any other duties which may be reasonably assigned to you by the Director of Housing.
- Sympathetic attitude towards community members.
- Other duties, relevant to the position, shall be assigned as required.
- Ability to lift 25 lbs.



**Bilijk**  
**77 French Village Road**  
**Kingsclear First Nation, NB**  
**E3E-1K3**  
**Tel: (506) 363-3028**  
**Fax: (506) 363-4324**  
[www.kingsclear.ca](http://www.kingsclear.ca)

**Qualifications/Requirements:**

- Knowledge of computer software applications such as Excel, PowerPoint, MS ACCESS, MS Suite.
- Strong data management and organizational skills with the ability to manage multiple tasks and complete priorities.
- Strong verbal and written communication skills, interpersonal skills and attention to detail.
- An aptitude and enthusiasm to learn.
- Must be self-motivated, able to work independently and to carry out assignments with limited guidance.
- Good customer service skills.
- Manual dexterity is required to use laptop, desktop computer and peripherals.
- Adopts a flexible approach to the requirements of the job.
- Adapts positively to change.
- Time management skills with capability of working busy schedules.
- Travel may be required.
- Valid CPR or willing to obtain.
- Clearance of a criminal record check
- Bilijk First Nation heritage preferred.

**Contact:**

To apply for the position, please include a cover letter & updated resume by September 27<sup>th</sup>, 2023, to the attention of Peter Hayward at the Administration Building or email [housing@bilijk.ca](mailto:housing@bilijk.ca) / [peterhayward@kingsclear.ca](mailto:peterhayward@kingsclear.ca)

**\*\*We thank all those who apply, however only those selected for an interview will be contacted\*\***