



Treaty 7 Urban Indian Housing Authority  
#200, 519 7<sup>th</sup> Street South  
Lethbridge AB T1H 2M7  
Phone: (403) 327-1995 Fax: (403) 327-0849

## **JOB OPPORTUNITY**

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### **ADMINISTRATIVE ASSISTANT/RECEPTIONIST**

#### **GENERAL DESCRIPTION:**

Under the Supervision of the Executive Director, the Administrative Assistant/Receptionist will be responsible for the reception area. Will direct the public to appropriate personnel. Answer and direct all incoming calls to appropriate personnel. Will be responsible for tenant applications.

#### **RESPONSIBILITIES**

- Meet and greet the public in a professional manner.
- Assist the public in the Tenant Application Process
- Direct contractors to appropriate personnel
- Answer all incoming calls and direct calls to appropriate personnel
- Maintain filing system and follow up on Tenant Applications
- Set up Tenant Interviews

#### **COMPETENCIES**

- Must have a working knowledge of Microsoft computer programs
- Must have necessary telephone etiquette and previous experience with switchboard
- Must be able to participate in a team environment
- Must have good verbal and written communication skills
- Should possess a good understanding of native cultures and issues
- An ability to communicate in a Treaty 7 First Nation language an asset

#### **QUALIFICATIONS**

- Secretarial Certificate from a recognized institution
- Should possess knowledge and experience with urban issues and resources
- Knowledge of aboriginal culture and experience working with Aboriginal clients and organizations
- Knowledge of organizational practices and general administration duties

**SALARY COMMENSURATE WITH QUALIFICATIONS**

**CLOSING DATE: September 18, 2020 AT 4 PM**

PLEASE FORWARD RESUME, CRIMINAL RECORD CHECK, AND 3 REFERENCE LETTERS

TO:

**TREATY 7 URBAN INDIAN HOUSING AUTHORITY**  
**234 - 12C Street North**  
**Lethbridge, Alberta T1H 2M7**

Email: [administrative@t7housing.com](mailto:administrative@t7housing.com) FAX: 403-327-0849  
PHONE: 403-327-1995