



Inuit Non-Profit Housing Corporation

311 McArthur Avenue • Suite 102 • Ottawa, Ontario K1L 8M3 • Phone: 613 741-1449 • Fax: 613 741-6195

Job Posting

Position: Receptionist/Admin Assistant

contributes to INPHC's goals by providing a wide range of administrative support to the Management Team, ensuring efficient office operations in addition to assisting with the potential residents with leasing enquiries in the Indigenous Community located in Ottawa.

General Duties & Responsibilities

Reception: Responsible for general office procedures and rental of units in the non-profit sector. These duties include: answering the phone, maintaining waiting list, rent collection, calling maintenance contractors, filing and other office duties

Administration: serves as the information referral center for all residents, potential residents, staff, guests, community contacts, and others visiting the community. Provide administrative support to Tenant Relationship Officer.

Qualifications: High school diploma or equivalent (general education diploma) Experience in administrative support position, within an office environment.

Excellent customer service skills and understands the importance of creating a positive customer experience.

Excellent written and oral communication skills. (English and **Must speak & write Inuktitut**)

PC skills including proficiency with Microsoft Office applications.

Attention to detail and accuracy, even as priorities change and urgencies intervene.

Must be able to handle confidential information, administrative details, and work independently and in a team environment.

Equivalent experience to the above will also be considered.

Salary: will be based on 35 hr. work week & experience. Health benefits included.

If you meet the requirements and are interested, please submit your resume & letter to sruttan@inphc.ca by August 3, 2022

We thank all applicants who apply, but only those who are qualified may be contacted.