





SCHEDULE A - JOB DESCRIPTION

MINIMUM REQUIREMENTS

- Ability to work both independently and in a team environment, contributing to the overall success of the organization
- Ability to keep calm and composed when dealing with challenging applicants
- Experience with and Knowledge of the BC Housing Registry and Residential Tenancy Act of British Columbia.
- Diploma or Degree in Administration or equivalent work experience.
- Minimum of 3 years' experience in administration services.
- Ability to organize, prioritize, and perform multiple tasks.
- Ability to exercise sound judgment in safeguarding confidential or sensitive information.
- Excellent written and oral communication skills and the ability to effectively communicate in a professional manner
- Strong computer skills, including proficiency with MS Office Suite and the ability to adapt to new software
- Ability to work under potentially high pressure situations, in person or on the phone.
- Experience working with/in senior housing units, family housing units and people with disabilities.
- A criminal record check will be conducted.

I have reviewed and determined that this job description accurately reflects the position.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Work team leader signature

\_\_\_\_\_  
Date

FOR STAFFING USE ONLY

Posting #

EEO Job Group

Posting Date \_\_/\_\_/\_\_