



**Position Title:** Receptionist/Office Assistant

**Department:** Finance

**Wage:** Commensurate with experience

**Reports to:** Manager of Finance

**How to apply:** Please send your Resume to [Resumes@pacificahousing.ca](mailto:Resumes@pacificahousing.ca) by March 19, 2018 at 11:59pm.

**Organizational Focus:**

As a non-profit charitable organization, Pacifica Housing's vision is *better lives through affordable homes and community connections*. Our mission is to be a leading innovative provider of affordable homes and support services that contribute to the independence of individuals and families.

The Receptionist supports the Finance and Tenant Services teams to maintain the responsible management of the Society's financial and property assets.

**Employee Benefits:**

- Medical Service Plan (MSP) Coverage
- Extended Health Plan
- Extended Dental Plan
- Registered Retirement Savings Plan (RRSP) Matching Program
- Employee Assistance Program

**Qualifications**

- Excellent communication skills (verbal and written)
- Exceptional customer service and organizational skills
- Attention to detail are essential;
- Must be able to work well in a team environment;
- Must have proficient computer skills;
- Must be familiar with Microsoft Office (Word, Excel and Outlook);
- Knowledge of the property management industry is an asset;
- Experience with Yardi (Property Management Software) is an asset;
- Friendly, cheerful disposition
- Reliable and punctual
- A strong team player

## RECEPTIONIST/OFFICE ASSISTANT

### Key Responsibilities

- Welcome tenants and visitors in person, via email, and over the phone, direct inquiries to appropriate personnel
- Answer questions about vacancies and other rental matters
- Collect rent payments, process transactions through POS, provide receipts
- Assist with Accounts Receivable and Accounts Payable functions of the Society
- Maintain tidy and organized reception & supplies storage areas
- Maintain organizational directories
- Monitor and order office supplies
- Additional tasks as assigned

### Minimum Education and Experience requirements:

#### Education:

- High School graduation

#### Experience:

- 2+ years related experience
- Experience with Microsoft Office, including Outlook, Excel, Word

#### Additional Criteria for Role:

- Completion of a Criminal Record Check through the Ministry of Justice is required

#### Behavioural Competencies Assigned to the Role:

#### Core Competencies

**Caring:** Basic

**Creative:** Basic

**Responsible:** Intermediate

#### Role-Specific Competencies

**Initiative:** Basic

**Results Orientation:** Basic

**Decision Making:** Basic

#### ***Equity Statement:***

*Pacifica Housing is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and gender identities. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply.*