



NOTICE OF POSITION AVAILABILITY
INTERNAL/EXTERNAL POSTING

POSITION AVAILABLE: Tenant Relations Assistant

PROGRAM NAME: The Cridge Supportive Transitional Housing

WORKSITE ADDRESS: #5- 1190 Kings Rd

PERSONAL AUTO USE IS: Required

HOURS PER WEEK: 16 hours per week

SHIFT SCHEDULE: Regular weekly schedule TBD. At least 1 weekend day required

HOURLY WAGE: Grid 9 (hourly wage range from \$25.55 to \$29.26)

POSITION START DATE: ASAP

NATURE OF POSITION:

The Cridge Centre for the Family is a compassionate organization dedicated to providing supportive and transitional housing solutions to individuals and families in need. We are currently seeking a dedicated and skilled Tenant Relations Assistant to join our property management team.

Responsibilities include:

- Assist in preparing and reviewing tenant/program agreements and files.
- Respond promptly and professionally to resident inquiries via phone, email, and in person.
- Conduct move-in and move-out inspections and maintain accurate records.
- Establish and maintain positive relationships with residents and address emerging issues effectively.
- Coordinate maintenance and repairs, ensuring timely service and quality workmanship.
- Monitor safety and security measures on the premises.
- Handle correspondence with residents and vendors.
- Maintain key control and access to properties.
- Assist in reviewing and processing vendor invoices.

EXPERIENCE REQUIRED:

Minimum 6 months experience working in a social service or property management setting.

QUALIFICATIONS REQUIRED:

- High school graduation.
- First aid certification.
- Criminal Record Check clearance.

- Federal Public Works Security Clearance.
- Valid BC Driver's License.

SKILLS REQUIRED:

- Excellent communication (verbal and written) and interpersonal skills.
- Strong customer service orientation with a non-judgmental and respectful approach.
- Proficiency in conflict resolution and problem-solving.
- Ability to work effectively in a team environment and independently.
- Strong organizational skills with attention to detail.
- Proficient in Microsoft Word, Excel, Outlook, and basic computer skills

PLEASE SEND RESUME AND COVER LETTER TO THE ATTENTION OF: Jen Braun

AT THIS EMAIL ADDRESS: jb Braun@cridge.org

CLOSING DATE: Monday, April 9th at 4:00pm

THIS POSITION REQUIRES BCGEU UNION MEMBERSHIP.