



Ph: (250) 256-4204

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## **JOB POSTING**

**One (1) HIY Worker - Housing Assistant Temporary position  
October 18, 2022**

### **JOB SUMMARY**

- **Temporary position as the Housing Assistant;**  
Work closely under the supervision and guidance of the Housing Coordinator within the Administration office and out in the field; to organize file, paperwork, client files, input housing data into computer and minor maintenance.

### **DUTIES AND RESPONSIBILITIES**

- Filing
- Scanning and attaching document to computer
- Delivery of memos to tenants
- Answer phones, perform reception duties
- Participate in training programs
- Minor maintenance of buildings and yards of rentals

### **REQUIRED LICENCING**

- Valid Class 5 or N Drivers License with reliable transportation
- Criminal Record check
- Driving Abstract

### **QUALIFICATIONS/ EXPERIENCE**

- Computer experience
- Excellent written and verbal communication skills
- Ability to work alone and with a team
- Good organizational skills
- Use of weedwhacker
- Some experience with doing minor repairs

### **TERM OF EMPLOYMENT**

**Must be between the ages of 17 and 30**

**Closing Date:** November 1, 2022 at 4:00pm

**Start Date:** Monday November 7, 2022 if possible – **End date:** March 31, 2023

**Hours:** 8:30 am to 4:00 pm

**PLEASE FORWARD COVER LETTER AND RESUME ATTENTION: Candy Karayannopoulos, Housing Coordinator; PO Box 2200, Lillooet BC V0K1V0, or email [housing@tskwaylaxw.com](mailto:housing@tskwaylaxw.com)**  
**If you have any questions, please do not hesitate to contact Housing at 250-256-1357**