



## **Employment Opportunity**

### **Tenant Relations Administrator (TRA)**

Regular Full-time                      TKC Wage scale 7 = \$42.79, step 1 of 5

Reporting to the Housing and Infrastructure Manager and Capital and Infrastructure Supervisor, the TRA will assist the TKC Housing and Infrastructure Department in providing TKC Citizens with safe and affordable housing. The TRA is responsible for establishing and maintaining positive relations with tenants occupying units owned by TKC through liaison, counseling, and communication with current and prospective tenants on home related matters. The TRA will also ensure the Housing Policies and Procedures and Tenancy agreements are adhered to and is available after hours and must be on call when required.

Also, the incumbent is responsible for carrying out the day-to-day operational duties of the position including monthly financial reporting, work plan and budget development, activity reporting and general administrative duties.

**As per policy preference will be given to those Ta'an Kwäch'än Council Citizens who self-identify in their cover letter/résumé, although we encourage all who may be qualified to apply.**

For a complete job description, contact: [humanresources@taan.ca](mailto:humanresources@taan.ca).

**Closing date: Friday, February 9, 2024**

**Please submit cover letter and résumé to e-mail: [humanresources@taan.ca](mailto:humanresources@taan.ca)**