



The Haldimand Norfolk Housing Corporation is seeking a highly organized and motivated individual to join our team. You would have the opportunity as Business Services Specialist to work with a highly skilled team of peers in a challenging and supportive work environment. Our organization strives for a reputation of excellence - we are proud of our staff who takes pride in providing quality services to our customers.

Business Services Specialist

Full-Time Permanent

\$21.51 – 26.89 per hour

(Band 3)

35 hours per week

This is a unionized position, CUPE Local 4700

PREFERRED BACKGROUND:

Post-secondary two-year diploma in Business Administration or Accounting, or equivalent and a minimum of one year of related experience and training is required. A high level of proficiency with MS Office (Outlook, Word, and Excel) is required, in particular the advanced use of Excel. Must possess strong analytical skills, excellent written and verbal communication skills. Demonstrated knowledge of the Housing Services Act, 2011 and Residential Tenancies Act, 2006 acquired through the completion of relevant courses and relevant work experience and previous experience using Yardi and Salesforce would be an asset.

DUTIES:

Provides support to the Business Services Manager, the CEO, and other managers; receives verbal/written directions, prepares correspondence, compiles data, organizes meetings, assists in the preparation of policies and procedures, assists with updating HNHC website and social media;

Assists in the preparation and distribution of board packages; prepares minutes, property management and other reports, updates board membership and submits changes to the Ministry;

Provides support to the Operations Team by preparing correspondence, communicating with clients, assisting clients to fill out forms, providing information and responding to general inquiries regarding policies and procedures from applicants, tenants, contractors, and the general public, and preparing resident and building notices;

Accepts, processes, and issues receipts for payments made on account; maintains an accurate cash float, balances payments, prepares bank deposit and prints related transaction reports;

Provides primary response for telephone and counter reception; receives, opens and sorts all incoming mail; conducts opening and closing procedures;

Performs other duties as assigned which are directly related to the major responsibilities of the job.

Location: Simcoe, Ontario.

Please note that on November 17, 2021, our Board of Directors approved a Vaccination Policy requiring that all employees of the Haldimand Norfolk Housing Corporation must be double vaccinated. Effective immediately all incoming employees must provide proof of vaccination before their start date.

Apply to:

Matt Bowen, CEO, Haldimand-Norfolk Housing Corporation
Unit 2 – 25 Kent Street North, Simcoe, Ontario N3Y 3S1
Email: hnhc@hnhousing.ca Fax: 519.426.7630

Applications/resumes should be marked “Confidential” and submitted by 4:00 p.m. December 23, 2021. Resumes sent by email should be in Word or PDF format only.

Terms:

HNHC is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, HNHC is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. HNHC will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact our office as soon as possible to make appropriate arrangements.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

It is the responsibility of the applicants to ensure that their application reaches Human Resources by the closing date or they may not be considered. It is also the responsibility of applicants to supply qualifications, licenses and related experience relevant to the qualifications outlined above for this competition as directed. On the basis of the criteria set out above, this posting is open to all applicants.

The statements made by me are true, complete and correct to the best of my knowledge. I understand that any falsification of statements, misrepresentations, deliberate omission or concealment of information may be considered just cause for discipline, up to and including termination for internal applicants and disqualification for external applicants.

Note:

Personal information collected from applications will be used to determine qualifications for employment. HNHC is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection process. The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

