

Anicinabe Housing Corporation (AHC)

Posting for General Manager

Regular/Full Time

Salary: determined by AHC's current budget and the candidate's qualifications and experience.

Location: Dauphin, MB

Anicinabe Housing Corporation is a not-for-profit organization with eighty rental units throughout the City of Dauphin. Our focus is to combat homelessness in Dauphin by providing affordable housing for low-to medium income Indigenous families.

Desired Criteria:

- Effective leadership skills with the ability to supervise staff
- Experience working in a property management environment
- Experience working with not-for profit and/or Indigenous organizations.

Conditions of Employment:

- Possess and maintain a valid Manitoba Class 5 Driver's License
- Must be willing to travel within the city and provide own vehicle
- Must provide satisfactory current Criminal Records Check, Child Abuse Registry Check and Vulnerable Persons Sector Check.

Essential Criteria:

- Experience related to Property and Tenant Management functions
- Experience related to Facility Management or coordination of maintenance work
- Strong customer service skills and ability to deal effectively with tenants from the Indigenous community and the general public
- Experience administering an operating budget and overseeing financial reporting requirements
- Ability to interpret, communicate and apply acts, regulations, policies, and procedures
- Effective communication skills
- Strong organizational skills with the ability to work under pressure with competing deadlines
- Experience with Microsoft Word, Excel, Outlook, QuickBooks and Payworks

Duties:

This position reports to the Anicinabe Housing Corporation's Board of Directors. The General Manager ensures the efficient and effective management of AHC's rental properties and is responsible and accountable for all property management functions and activities including maintenance of units and grounds; leasing; vacancy management; tenant relations. The General Manager will perform these duties and responsibilities in accordance with AHC's Project Operating Agreement, Manitoba Housing, MHRC, the Residential Tenancies Act and the Residential Tenancies Branch.

Training will be provided in areas specific to the provision of affordable and subsidized housing and the Board of Directors will provide ongoing support to this position.

Consideration will be given, but not limited to, applicants of Indigenous descent.

Deadline for applications: open until filled

Drop off/mail cover letter and resume with two supervisory references to:

Anicinabe Housing Corporation, 217 Main St S. Dauphin, MB R7N 1K5

Attn: Board of Directors

Or email resumes and references to: ahc@wcgwave.ca

We thank all who apply and advise that only those selected for further consideration will be contacted.