



**MANITOBA METIS FEDERATION INC.**

**PROPERTY MANAGEMENT COORDINATOR**

**March 14, 2019**

**Posting #19-006-13**

The Manitoba Metis Federation (MMF) is the official democratic and self-governing representative for the Metis Nation's Manitoba Metis Community. The Manitoba Metis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill one (1) full-time Property Management Coordinator within our Housing Department located at 150 Henry Ave in Winnipeg, MB. Reporting to the Director of Housing, the Coordinator is responsible for the day to day management of housing properties.

**Job Duties/Competencies:**

- Oversee the day to day management of housing properties and respond to tenant inquiries;
- Maintain proper accounts and records of housing activities;
- Update the housing database and inventory system;
- Assist with funding proposal research, editing and proofreading;
- Assist with the financial maintenance and management of property holding accounts, lease agreements and lease renewals, and arrangement of building maintenance;
- Perform a variety of financial duties including but not limited to budget/expense variance analysis, forecasting, and maintenance of financial records of all property holdings;
- Maintain relationships with local government agencies/officials with respect of civic by-laws and regulations;
- Develop marketing and advertising of vacant property units;

**Skills and Qualifications:**

- Post-secondary education in Business Administration, Business Commerce Degree or related discipline;
- Bookkeeping Certificate;
- Minimum of two years' experience in Property Management or related experience;
- Two years' of administrative experience including proficiency in Microsoft Office: Word, Excel, Access;
- Sound knowledge of accounting principles and entry-level application;
- Ability to meet tight deadlines and quick turnaround, take initiative and demonstrate good judgement;
- Excellent verbal and written communication skills with strong interpersonal skills;
- Experience working for a not-for-profit organization is an asset;
- Knowledge of Metis issues and socio-economic conditions affecting Metis people;
- Knowledge of Metis culture and MMF programs and services is a definite asset; and
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

Preference will be given to qualified Metis applicants. Applicants are encouraged to apply and self-identify on their cover letter/resume. Remuneration is based on education and experience.

We offer a competitive benefits package which includes but not limited to: health and dental, life insurance, short term and long term disability as well as a pension plan. We also offer an on-site fitness facility as well as an in-house restaurant.

**Please forward a cover letter and resume by Friday, March 29, 2019. We thank all who apply; however, only applicants selected for an interview will be contacted.**

MMF Finance & Human Resources Department  
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