



Housing & Maintenance Assistant

Supervisor: Housing and Maintenance Managers

Term: Permanent, Full-time

Job Summary

As the Housing & Maintenance Assistant, you will provide administrative and office support to the Housing and Operations & Maintenance departments. In this role, you will help ensure records, communications, scheduling support, data entry, and confidential information are managed accurately and respectfully. Your work will support the delivery of housing and maintenance services for Saik'uz First Nation members and contribute to the smooth day-to-day operations of the departments.

Duties & Responsibilities

- Perform office support functions, prioritize work, coordinate assignments, and review work for accuracy
- Provide varied and confidential administrative support to the Housing and Operations & Maintenance departments
- Organize and maintain records, files, and department information, updating materials as needed
- Enter and retrieve data with sufficient speed and accuracy
- Make accurate arithmetic computations
- Take accurate notes and transcribe information as required
- File materials alphabetically, chronologically, and numerically
- Assist with tracking, organizing, and maintaining housing and maintenance records
- Prioritize tasks and adapt to changing departmental needs
- Support respectful, timely, and professional communication with staff, community members, and service providers
- Perform other related duties as required

Qualifications & Skills

- Minimum 2 years' experience in administration
- Minimum 1 year experience in the housing and/or maintenance field
- Knowledge of practices and procedures involved in organizing records and information
- Excellent communication and interpersonal skills
- Ability to work in a team-oriented environment or independently
- Flexibility to adapt to changing work priorities
- Excellent organizational and time-management skills
- Proficiency in Excel, Word, and PowerPoint
- Diplomacy, tact, and confidentiality when working with people and sensitive information
- Strong attention to detail
- Ability to take direction
- Reliability and dependability are a must
- Must undergo a criminal record check
- Valid BC driver's licence, reliable vehicle, and current driver's abstract
- Relevant post-secondary education is an asset
- Experience working with First Nations communities, organizations, or programs is an asset

Salary & Benefits

Wage: \$18–\$22 per hour, depending on experience

Benefits: After 3 months, eligible for medical and dental benefits and pension plan

To apply, submit a copy of your resume to the Band Office (135 Joseph Street) or via email at resume@saikuz.com. If submitting via email, include Housing & Maintenance Assistant in the subject line.

Preference will be given to qualified Indigenous applicants as per Section 41 of the Human Rights Code.

We thank everyone for their interest; however, only those selected for interview will be contacted.