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Part-time Receptionist/ Admin Worker 22.5 hours weekly

Gloucester Housing Corporation is a non-profit community organization offering affordable and market rent housing, located in the east of Ottawa.

We are seeking a bilingual (French/English, written and spoken) Admin Worker. A third language is a definite asset. Must have excellent customer service, time management, and organizational skills.

This is not a permanent position. It is initially until December 31st, 2015, with the possibility of an extension.

The post holder will responsible for performing reception and housing administration duties.

Duties include:

**Reception**

* Greet and provide initial customer service at the office and deal with tenant queries.
* Accept rents and issues receipts.
* Take details of maintenance work orders and allocate to staff.

**Administration**

* Input financial information into property management database.
* Assist in the preparation of notices to tenants, in English and French.
* Regularly check inventory of office supplies, canvas staff about office supply requirements, and order as appropriate
* Housing administration, including annual reviews, requests for transfers, dealing with parking queries.

Salary is $16.00 per hour, plus leave benefits.

Please submit a resume and cover letter to [ann.smith@gloucesterhousing.ca](mailto:ann.smith@gloucesterhousing.ca) by 5pm, Tuesday June 16th, 2015. Job description is available upon request.