



Keewatin Housing Association Inc. / Authority

JOB ADVERTISEMENT KEEWATIN HOUSING ASSOCIATION INC. TENANT RELATIONS OFFICER Thompson, MB

Reporting to the Keewatin Housing Association Inc. Property Manager, the Tenant Relations Officer is responsible for providing tenant relations for the Keewatin Housing Association Inc. housing entities. The primary goal is to ensure tenants are receiving professional services and repairs to units, while receiving and monitoring tenant rent accounts on a monthly basis.

Job Duties:

- Update and maintain income verifications on a monthly basis or if a tenant reports a change in income;
- Analyse, assess and approve daily work order requests for maintenance personnel;
- Review and approve purchase orders to ensure maintenance personnel have access to the required vendors for building supplies and materials;
- Assist maintenance personnel in coordinating workers orders by monitoring work orders completed;
- Ensure KHAI Housing Application forms are available and provide assistance to ensure applications are completed accurately;
- Ensure all housing applications are received and added to the KHAI applications listing;
- Maintain an organized tenant application filing system and update records periodically or as requested;

Qualifications:

- Certificate or Diploma in Business Administration and two years' experience of related in Tenant relations, or an acceptable equivalent combination of education and experience.
- Attention to detail and high level of accuracy.
- Must have a highly developed sense of discretion for handling confidential information and monetary transactions.
- Must be bondable and able to pass a criminal background check.
- Experience in gathering data, compiling the proper information, and preparing reports.
- Strong diplomatic, negotiation, conflict resolution skills in working with tenants
- Strong knowledge of accounting systems, budgets, and internal controls.
- Strong work ethic and positive team attitude.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Strong problem identification and problem resolution skills.

A written application with detailed resume, including minimum two (2) references with written permission to contact the references and your most recent immediate supervisors should be submitted to:

**Lisa Beardy, Office Manager
Keewatin Tribal Council
23 Nickel Road**

Thompson, Manitoba R8N 0Y4

Email: Lbeardy@ktc.ca Fax: 204 677-0256

Closing Date: September 18, 2026

We would like to thank those that apply for the position but only those being considered for an interview will be contacted.