



**Property Clerk
Full-time, Permanent (33.75 hours/week)**

The Property Clerk coordinates the provision of maintenance and property management services for all properties owned or leased by the CAS, and the purchase of all agency office supplies and equipment. The position also provides administrative support to the Accounting Unit.

POSITION QUALIFICATIONS AND REQUIREMENTS:

- Completion of a business or commercial diploma or certificate from an accredited college or equivalent combination of education and experience
- Candidates with other academic qualifications and related work experience, plus demonstrated ability, will be considered.
- Assets: Previous work experience in accounting or a finance related position and/or property management; knowledge of mechanical processes and/or experience in skills trades industry
- Intermediate skill levels and extensive experience in Microsoft Office (Outlook, Word, Excel)
- Demonstrated experience utilizing various computer software programs
- Accurate and fast word processing and data input skills
- Ability to effectively manage inter-personal conflict
- Ability to learn new technology and use effectively in the workplace
- Contribute to a culture of diversity, equity, and inclusion with a commitment to the elimination of disparity and disproportionality in service outcomes
- Excellent organizational, coordination and time management skills to determine priorities, meet strict timelines and manage several assignments simultaneously
- Ability to assess workflow and administrative functions, and to suggest modifications to improve efficiency, manage data and develop effective systems
- Ability to use sound judgment and tact to address a range of issues and to problem-solve
- Excellent communication skills including strong interpersonal, written and verbal skills and an ability to interact with a wide variety of people
- Occasional use of a personal vehicle, G Licence, and safe driving record
- Criminal Records Check satisfactory to agency required upon conditional offer of employment

MAJOR RESPONSIBILITIES:

- Obtain quotes for approved building repairs and maintenance; arrange for repairs and supervise plumbing, electrical, HVAC and other building related repairs and service calls
- Ensure various contractors fulfill agreements regarding snow removal, waste and recycling removal, pest control and janitorial services
- Maintain and monitor office and custodial supply inventory levels; place orders as required; and reconcile invoices
- Order and maintain supply of Personal Protective Equipment; distribute as needed to staff, foster parents, and clients
- Ensure regular inspection and servicing of agency security, emergency, and fire safety systems
- Manage and distribute building key fobs, first aid kits, and security codes
- Administer and manage inbound and outbound mail, including priority post, packages, courier services, and other correspondence
- Provide administrative support to the Accounting Unit by accurately and appropriately matching and filing invoices and purchase orders. Complete Accounting tasks in the community as required (e.g. making bank deposits and purchasing car wash vouchers)
- Make travel arrangements for staff, foster parents, and clients, and reconcile the charges on the travel visa

Application Information – Applications Received to September 11, 2023 @ 5:00pm

The preferred method of application is to submit a cover letter and resume on-line at www.thunderbaycas.ca "Career Opportunities". Individuals may also submit directly to: Amy Wrigley, Director of Human Resources, The Children's Aid Society of the District of Thunder Bay, 1110 Jade Court, Thunder Bay, ON P7B 6M7

The Society is committed to supporting and advancing equity, diversity, and inclusion in our organization and the society in which we serve. As such, we are expressly interested in receiving inquiries and applications from individuals who identify themselves as Indigenous, racialized, or equity seeking in order to better reflect the demographic profile of Thunder Bay and District.

TBCAS is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.

We thank all applicants; however only those considered for an interview will be contacted.