



**DAKOTA OJIBWAY TRIBAL COUNCIL - Housing Authority Inc.
(DOTCHAI)**

EMPLOYMENT OPPORTUNITY

POSITION: Housing Operations Assistant
ADVERTISEMENT # 2627 - 2
LOCATION: 130-200 Alpine Way, Headingley, MB
CLOSING DATE: Monday, June 15, 2026 @ 4pm

HOUSING OPERATIONS ASSISTANT

DOTCHAI is seeking a motivated and organized individual to join our team as a Housing Operations Assistant. This position provides administrative and housing support to the Housing Department and works closely with the housing team to assist with the day-to-day coordination and delivery of housing programs and services.

KEY RESPONSIBILITIES:

- Provide administrative and operational support to the housing program.
- Maintain tenant files, housing records, and program documentation.
- Assist with annual rent reviews, tenant correspondence, and housing related documentation
- Prepare reports, notices, and general correspondence.
- Update and maintain tenant databases and records.
- Assist with scheduling meetings and preparing meeting minutes when required.
- Respond to tenant inquiries and direct requests appropriately.
- Support departmental operations and administrative processes.

QUALIFICATIONS: (including, but not limited to)

- Minimum two (2) years' experience or equivalent combination of education and experience
- Knowledge of housing administration or rental procedures is considered an asset
- Strong organizational, communication, and time management skills
- Ability to multi-task and work independently in a fast-paced environment
- Proficient in Microsoft Office applications including Word and Excel
- Professional, reliable, and punctual
- Must be bondable

CONDITIONS OF EMPLOYMENT:

- Valid Driver's License
- Access to a reliable vehicle

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

Interested applicants are invited to forward a resume and cover letter, including two (2) letters of references to:

DAKOTA OJIBWAY TRIBAL COUNCIL
Attn: Erica Nicholson, Human Resources
Ph: (204) 871-0669 Fax: (204) 857-6037 Email: humanresource@dotc.mb.ca

Please indicate the Advertisement Number and Position Title in the subject line and/or body of your email