



Kinistin Saulteaux Nation – Housing Clerk

Job Title:	Housing Clerk	Job Family:	Administration & Operations
Department/Group:	Housing	Position Type:	Contract
Location:	Kinistin Saulteaux Nation	Date Posted:	April 20, 2026
Direct Supervisor:	Housing Manager	Post Expires:	May 4, 2026
Applications Accepted By:			
EMAIL: Human.resources@kinistin.com Subject Line: Housing Clerk		MAIL: PO Box 2590, Tisdale, SK S0E 1T0	
Job Description			
<p>POSITION SUMMARY</p> <p>The Housing Clerk is responsible for managing tenant records, processing applications, assisting with rent collection, coordinating maintenance requests, and supporting lease agreements. They serve as the primary contact for tenants and applicants, ensuring clear communication and compliance with housing policies. Additionally, they maintain documentation, prepare reports, and perform general administrative tasks to support efficient housing operations. Contract ends March 31, 2027 and must be between the age of 18-30 years and have not worked as an Housing Intern previously.</p> <p>DUTIES AND RESPONSIBILITIES:</p> <ol style="list-style-type: none"> 1. Tenant and Applicant Record Management <ul style="list-style-type: none"> ○ Maintain and update tenant records, application files, and rental histories. ○ Ensure all documentation is accurate, complete, and securely stored in compliance with privacy regulations. 2. Application Processing <ul style="list-style-type: none"> ○ Receive and review housing applications for completeness and eligibility. ○ Schedule and coordinate interviews or inspections with applicants. ○ Communicate with applicants regarding application status and required next steps. 3. Rent Collection and Payment Processing <ul style="list-style-type: none"> ○ Assist tenants with rent payments, including processing payments and recording transactions. ○ Track overdue payments and send reminders or notices as necessary. 4. Communication and Customer Service <ul style="list-style-type: none"> ○ Serve as the first point of contact for tenants, applicants, and service providers. ○ Respond to inquiries regarding application procedures, rent payments, lease terms, and other housing-related issues. ○ Provide information about housing policies and procedures. 5. Documentation and Reporting <ul style="list-style-type: none"> ○ Prepare and maintain reports related to occupancy, rent collection, vacancies, and maintenance requests. ○ Generate memos, notices, and correspondence related to tenants or housing administration. 6. Supporting Lease Agreements <ul style="list-style-type: none"> ○ Assist in preparing lease documents and ensuring all parties understand lease obligations. 			

- Arrange signing appointments and distribute copies of lease agreements.
- 7. Coordinating Maintenance Requests**
- Record and track tenant maintenance requests.
 - Follow up with maintenance teams or contractors to ensure timely completion of repairs.
- 8. Assisting with Evictions and Lease Terminations**
- Manage notifications and documentation related to lease end dates, lease violations, or eviction notices.
 - Support the administrative process involved in lease terminations or renewals.
- 9. Compliance and Recordkeeping**
- Ensure all housing activities comply with local, provincial, or federal housing regulations.
 - Maintain confidentiality and security of all resident and applicant information.
- 10. Additional Administrative Support**
- Perform general clerical duties such as filing, data entry, and managing correspondence.
 - Assist with scheduling meetings, property inspections, or tenant events.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Grade 12
- Strong organizational and record-keeping skills.
- Excellent communication and customer service abilities.
- Knowledge of KSN housing policy.
- Proficiency in computer software (e.g., MS Office, housing management systems).
- Ability to handle sensitive or confidential information professionally.