

THE CORPORATION OF THE COUNTY OF WELLINGTON

Social Services Department

Housing Services Division

Requires a

Property Services Student

Reporting to the Community Property Services Manager, the Property Services Student is responsible for assisting the Property Services team with day-to-day operations within assigned building locations in the City of Guelph. The Property Services Student works approximately 35 hours per week, Monday to Friday; beginning in May and ending in September.

The minimum qualifications for this position include:

- Enrolment in high school, college or university and be returning for full time studies.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.
- Ability to maintain confidentiality.
- Organizational skills to set priorities and work independently, demonstrating accuracy and attention to detail while meeting deadlines.
- Ability to relate in an objective and empathetic way with tenants and other customers.
- Knowledge of and demonstrated ability in corporate core competencies including communication, teamwork, initiative/self-management, accountability, and flexibility/adaptability.
- Working knowledge of Microsoft Office.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

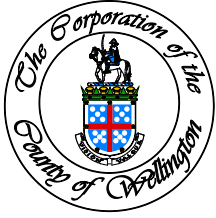
This position offers an hourly range of \$17.50 to \$19.00 (2023 Student Compensation Grid).

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #037STUD-23** by **Friday, February 3 at 12:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.

Alternate formats available upon request.



COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Property Services - Housing Student	Reports to: Community Property Services Manager
Department: Housing - Social Services	Positions Supervised: 0
Effective:	Revised: January 2023

BASIC FUNCTION:

Reporting to the Community Property Services Manager, the Property Services Student is responsible for assisting the Property Services team with day-to-day operations within assigned building locations in the City of Guelph.

PRINCIPAL RESPONSIBILITIES:

- Assist Property Service Officers with noticing Property Standard issues.
- Assist Property Services Clerks with filing and paperwork.
- Ability to provide general administration support to staff working in the housing office, including but not limited to file management, data entry and photocopying.
- Reception duties which include receiving telephone calls and directing to appropriate staff, accepting interact and cheque payments, data entry into accounts receivable database and balancing daily bank deposits.
- Dealing with angry or difficult clients and those with language and cultural barriers.
- Research projects (i.e. market rent surveys, telephone surveys, special housing projects, etc.).
- Data entry of tenant and applicant information into Yardi database systems.
- Organizing and filing applicant, tenant and maintenance documentation.
- Keeping accurate records.
- Perform other duties as assigned.

PROBLEM SOLVING RESPONSIBILITIES:

- Review priorities and follow-up with Manager regarding any issues that may arise.
- Conduct minor repairs, including minor plumbing.

CONTACTS

Internal: Housing staff.

External: Tenants, Applicants, Contractors and General Public.

MINIMUM QUALIFICATIONS:

- Enrolment in high school, college or university and be returning for full time studies.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

- Ability to maintain confidentiality.
- Organizational skills to set priorities and work independently, demonstrating accuracy and attention to detail while meeting deadlines.
- Ability to relate in an objective and empathetic way with tenants and other customers.
- Knowledge of and demonstrated ability in corporate core competencies including communication, teamwork, initiative/self-management, accountability, and flexibility/adaptability.
- Working knowledge of Microsoft Office.

CONDITIONS OF EMPLOYMENT:

- Police Vulnerable Sector Check.

OTHER:

- Regular Work Hours: 35 hours per week.