District of Nipissing Social Services Administration Board

Conseil d'administration des services sociaux du district de Nipissing

DNSSAB IS HIRING!

Supporting Human Services in Our Community

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable childcare, and is there when a little support can make a world of difference during a difficult time.

BULLETIN NO.: H2026-24
POSITION: Rent and Property Administrative Clerk - Bilingual
DURATION: Permanent Full-time

SALARY: $28.50/hour to $31.18/hour
LOCATION: North Bay, ON
HOURS: 8:30am – 4:30pm

Under the supervision of the NDHC Accounting Supervisor, the Rent and Property Administrative Clerk supports the effective administration of a mixed portfolio of Rent Geared-to-Income (RGI) and Market Rent Housing Units in accordance with established standards, policies and procedures. This includes; rent administration, in compliance with the Housing Services Act and the Residential Tenancy Act and associated local policies and regulations.

Qualifications:

- Minimum two year post-secondary Diploma or degree in Office Administration, Business Administration, Accounting, or an acceptable combination of education and experience.
- Minimum three years' office administration, customer service, or bookkeeping experience. Experience with residential tenancies and/or property management is an asset.
- Working knowledge of housing policies, procedures and related legislation ie; Housing Services, Residential Tenancies, Child and Family Services, Municipal Freedom of Information and Protection of Privacy, Personal Information Protection and Electronic Documents Acts.
- Fluently bilingual in French and English is required;
- Excellent communication skills when providing support to tenants daily and when in crisis; discuss observations and make recommendations to the NDHC Accounting Supervisor.
- Strong time management, organizational and problem solving skills to prioritize work.
- Proficient in the use of computers and knowledge of Microsoft Office software.
- Knowledge of office practices and procedures.
- Possess report writing and statical data knowledge and other relevant writing skills.
- Ability to work with diverse clients with tact and diplomacy.
- Strong ability to work as a team member in a highly interactive team.
- Ability to investigate, assess, report recommend solutions.
- Demonstrate good judgement in understanding and meeting the needs of the tenants.
- Excellent organization skills are required and sensitivity to time constraints and tight deadlines.
- Working knowledge of internal and generally accepted collection processes is considered an asset.
- Strong data entry skills required to maintain accurate tenant ledgers.
- Valid Ontario driver's license and reliable vehicle.

Full-Time Permanent Employees Enjoy:

- OMERS Pension Plan
- Health, Dental, Vision, Life and Long-term Disability (LTD) Benefits
- Union Affiliation CUPE 4720-02
- Generous Vacation Entitlement
- Paid Sick Days
- Be Part of an Inclusive Work Culture
- Employee Assistance Program
- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion

www.dnssab.ca

Must be legally eligible to work in Canada. Police Record Check within three (3) months is a requirement.

This position is for a new vacancy. Applicants must submit a current resume with a cover letter to the Human Resources Department by email at jobs@dnssab.ca indicating how their qualifications meet the requirements specified in the bulletin. Please ensure to indicate the bulletin number and position title for the specified posting you are applying for. Applications for the above position will be accepted up to 4:30pm, Monday, November 23, 2026.

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed. DNSSAB does not use artificial intelligence or automated decision-making tools at any stage of recruitment.