



PROPERTY MANAGEMENT CLERK
INTEGRATED SOCIAL SERVICES

ONE (1) PERMANENT FULL-TIME POSITION

POSTING NUMBER:	27-2025	STATUS:	INTERNAL
POSTING DATE:	APRIL 11, 2025	CLOSING DATE:	APRIL 18, 2025
AFFILIATION:	UNION	HOURS PER WEEK:	35
SALARY GROUP:	6	HOURLY RATE:	\$24.98-\$30.54

POSITION SUMMARY:

Under the general direction of the Supervisor, Property Management, the Property Management Clerk is responsible for geared-to-income rent for the tenants of The District of Thunder Bay Social Services Administration Board. This position is also responsible for providing clerical support to the Housing Programs Department.

MAJOR RESPONSIBILITIES:

1. Calculates rent amounts (computerized or manual) based on tenants' incomes; verifies all income from information provided and contacts applicants/tenants regarding any discrepancies in accordance with the *Housing Services Act and Residential Tenancies Act*.
2. Prepares computerized lease renewal reports monthly for review and follow-up with the Property Management Officer; collates and distributes lease renewal forms; tracks returned forms utilizing Excel and notifies tenants who fail to return lease renewals in a timely manner; assists tenants with completion of lease renewal forms, as required.
3. Recalculates and adjusts rent based on updated information (changes in income etc.) provided by tenants, prepare, and distributes notification to appropriate individuals and agencies as required.
4. Arranges for lease signing and processes documentation to move tenants in and out of units; confirms utilities paid by tenant have been arranged; updates the Move-Out System as required.
5. Performs move-in of applicant through computerized property management system, recording new tenant account number; processes documentation to record transactions (rent changes, debit/credit adjustments, rent forgiveness, tenant move-outs, etc.).
6. Responds to tenant and landlord request and inquiries regarding rent, lease renewals, monthly adjustments, annual rental statements etc.
7. Ensures completion of various data entry forms to record transactions (rent changes, debit/credit adjustments, rent forgiveness, etc.).

8. Annually calculates hydro credits and air-conditioner debits, when applicable. Prepares and distributes various notices (utilities, annual rental statements, intent to enters, etc.) when requested.
 9. Provides back-up for other Property Management Clerks in their absence.
 10. Performs other duties as required.
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QUALIFICATIONS:

Education/Experience

- A minimum of high school graduation diploma.
- One year of experience in an office environment.

Skills/Abilities

- Must have intermediate knowledge of computer applications including Microsoft Office applications and database management programs.
- Must be able to comprehend various Acts and Regulations including the *Housing Services Act* and the *Residential Tenancies Act*.
- Must be able to comprehend and interpret legal agreements.
- Excellent communication and customer service skills are required for liaising with diverse clientele.
- Superior mathematical and organizational skills are necessary for performing complex calculations and prioritizing a heavy workload.

CONDITIONS OF EMPLOYMENT:

- Must undergo a successful police records check, Type 2.
- Offers of employment made to external candidates are conditional upon providing proof of COVID-19 vaccinations as per TBDSSAB's COVID-19 Vaccination Policy. If proof of vaccination is not provided, the offer of employment is rescinded.

HOW TO APPLY:

Applications must include a completed TBDSSAB application form, cover letter and resume. Please be sure to reference the position title and the competition number. Applications may be emailed, faxed, or delivered to the TBDSSAB location by 4:30 pm on the closing date to the attention of:

Human Resources
The District of Thunder Bay Social Services Administration Board
231 May Street South
Thunder Bay, ON P7E 1B5
Email: careers@tbdssab.ca | Fax: (807) 345-2466

Applicants currently employed by the TBDSSAB must complete the [Internal Application Form](#). Application forms are available on our website or are available for pickup at the TBDSSAB location. For more information on employment opportunities at TBDSSAB, please visit our [website](#).
<https://www.tbdssab.ca/about/careers/>

ADDITIONAL INFORMATION:

- Applications received for this position will not be acknowledged unless you are being notified of an interview.
- Reasonable accommodations are available upon request for all parts of the recruitment process.
- As an equal opportunity employer, the TBDSSAB encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.



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Ishkwaandemonan**
Opening Doors for You