

Heartland Housing Foundation serves over 900 households in Fort Saskatchewan & Strathcona County as a not-for-profit housing management body and the administrators for provincially funded rent supplement programs. We operate 12 properties, including affordable lodges, rent-geared-to-income seniors housing, and near market housing for all ages.

Heartland Housing Foundation actively advocates for expanded access to affordable housing in the region, and is a member of several national, provincial, and regional affordable housing associations and working groups.

### **Values**

- **Respect:** we are considerate of each other and of those we serve.
- **Kindness:** we are welcoming, inclusive, and supportive of one another.
- **Teamwork:** we collaborate and learn from each other.
- **Safety:** we take pride in being safe in our work.
- **Accountability:** we take responsibility for our actions and hold ourselves to a high standard.

### **Comprehensive Benefits Package:**

- **Company Pension:** Plan for the future with our contributory pension plan through LAPP
- **Healthcare:** Comprehensive dental care, extended health care, healthcare spending account, critical illness, long-term disability, AD&D, and life insurance
- **Wellness:** Access to our employee assistance program and wellness program, promoting a healthy work-life balance.
- **Financial Security:** Competitive salary, accrual-based vacation program, and full-time hours
- **Additional Perks:** Enjoy discounted food, referral program, shift differentials and premiums, and on-site parking

### **Key Benefits:**

- **Work-Life Balance:** Enjoy every weekend off with standard daytime hours. We believe that a happy and fulfilled workforce is essential for long-term success, and we strive to create an environment where you can excel.
- **Career Development:** Engage in succession planning, opportunities for growth, and continuous learning through our supportive environment.
- **Collaborative Culture:** Be part of our collaborative committees driving innovation and excellence. You'll have the opportunity to work alongside talented individuals from diverse backgrounds, exchanging ideas, and collectively driving towards common goals.
- **Competitive Compensation:** Enjoy our competitive salary with full-time hours, an accrual-based vacation program, a comprehensive benefits package, as well as participation in the Local Authority Pension Plan (LAPP), and much more.....

- **Impactful Work:** Joining Heartland Housing Foundation means you are part of a company committed to building vibrant communities. Every day, you will have the opportunity to be part of something meaningful and make a difference in the lives of those we serve.

#### **Hours:**

- 8:00am – 4:30pm; 8 hours per shift;
- 40 hours per week; Monday to Friday

#### **Pay**

- Competitive pay with a starting range from \$22.60 per hour to \$26 per hour depending on experience and qualifications

#### **Location**

- Located at our Head Office at 914 Bison Way, Sherwood Park
- On-Site Parking available for all employees

#### **Overview**

Join our team as a Maintenance Administrative Assistant and play a key role in keeping our facilities running smoothly and efficiently! You'll work closely with the Facility Manager and Project & Maintenance Lead to streamline maintenance activities, ensuring everything is on track and aligned with our company's standards and client needs. Based in our office, you'll handle database updates in YARDI, prepare reports, manage schedules for appointments and deliveries, and provide exceptional customer service. As a vital part of the maintenance team, you'll also support compliance with Heartland Housing Foundation's (HHF) safety and subcontractor management protocols. If you're organized, detail-oriented, and ready to make a meaningful impact, this is the perfect opportunity to grow with us!

#### **Responsibilities:**

##### **Administrative Support**

- **Support Facility and Project Leads:** Provide direct administrative support to Facility Manager and Project/Maintenance Lead by scheduling activities, validating work orders, and managing communication.
- **Coordinate Bid and Proposal Processes:** Assist in creating RFP packages, scheduling site visits, organizing rating/selection documents, and managing correspondence with vendors.
- **Generate Maintenance Reporting:** Produce reports on KPIs, work order completion, labor hours, costs, purchase orders, and preventative maintenance program metrics.
- **Manage Financials and Purchases:** Assist with purchase orders, validate invoices, and code expenses accurately for maintenance budget management.

- **Vendor Compliance:** Support subcontractor/vendor process to ensure vendors meet insurance and liability requirements and maintain preferred status.
- **Monitor Work Orders and Communication:** Track work order completion, on-call reporting, and proactively respond to inquiries on behalf of the department.

### **Maintenance Departmental Support**

- **Assist in Project Coordination:** Collaborate with Maintenance Supervisors and Project Lead to plan, schedule, and execute projects in coordination with site leadership, minimizing disruptions.
- **Liaison for Site Work Orders:** Ensure site-level work orders are completed per timelines, investigating delays and providing updates to leadership as needed.
- **Monitor Maintenance Budgets:** Generate budget reports, research discrepancies, and support the Facility Manager in budget tracking.
- **Preventative Maintenance Program:** Help develop, implement, and monitor the preventative maintenance program, coordinating with the Facility Manager.
- **Identify Program Improvements:** Assist in identifying gaps, weaknesses, and opportunities within the maintenance program to support a sustainable, accountable department.

### **Health, Safety, and Environmental Stewardship**

- **Safety Compliance:** Adhere to safety protocols and promote a culture of safety within the organization.
- **Cleanliness and Hygiene:** Maintain a clean and sanitary work area, adhering to health standards at all times.

### **Requirements:**

- Minimum of 3 years of experience in facility administration, maintenance or asset management
- Working knowledge of YARDI or a similar computerized maintenance management system (CMMS) would be considered an asset
- Experience working in a not-for-profit and/or housing management organization would be considered an asset
- Administrative experience in residential or commercial property management setting would be considered an asset
- Proficiency in Microsoft Office software would be considered an asset

### **Working Conditions:**

- The primary workspace will be in an office setting, but the mission of the organization may sometimes take them to a nonstandard workplace
- Some travel maybe required
- Hours of work are a standard work week, but additional hours may be required as needed to attend meetings and representing the organization at public events
- May be required to work alone

- Occasional exposure to unpleasant or abusive individuals
- Frequent and ongoing contact with staff, residents, families, contractors, etc.
- Frequent bending, stretching, reaching, lifting, standing and walking
- Performing repetitive motions and tasks

Interested applicants, please forward your resume including what position and appropriate hours you are applying for. This position will remain open until filled. We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted. The successful candidate will be required to provide an acceptable Vulnerable Sector Criminal Records Check, 30 days current.