



EMPLOYMENT OPPORTUNITY For one (1) year term

The Yellowknives Dene First Nation is committed to providing efficient programs and services for the people of Weledeh. We are looking for individuals, who are self-motivated, team oriented with positive attitudes that possess the education, knowledge and skills to fill the following position for a one (1) year term beginning October 2017:

Tenant Relations Officer

Working out of the YKDFN Housing Division's office in Ndilo and under the supervision of the Housing Manager, the Tenant Relations Officer is responsible for maintaining a positive relationship with the Yellowknives Dene First Nation public housing tenants to ensure that all lease agreement provisions are adhered to and that all monthly rents are assessed and collected in a timely fashion.

The ideal candidate for this position will have completed a two-year Business Administration or Management Studies Program and will have two years of related work experience. Combination of education, training and four (4) years direct work-related experience will be considered. The candidate must be able to work with minimal supervision and interact with the public housing tenants in a friendly yet professional manner.

A valid Class 5 driver's license and private vehicle are a requirement. The ability to speak a Dene language and previous experience in working with First Nations organizations are all definite assets.

The Yellowknives Dene First Nation Housing Division offers a competitive salary with an attractive benefit package.

The closing date for this competition is October 13, 2017. Please forward resume with cover letter to:

Human Resources Division
Dettah Administration Office
P.O. Box 2514
Yellowknife, NT X1A 2P8
Fax: (867) 873-5969
Email: HR@ykdene.com

We wish to thank all who apply and advise that only those short listed will be contacted.