



Temporary Employment Position (One Year)

Rental Property Officer

-Residential Rental Property Division-

Purpose of the Position

The primary role of the Rental Property Officer is to adjudicate rental disputes.

Other Duties

- Rental inspections between landlords and tenants.
- Liaise with government agencies.
- Assist the Director of Residential Rental Property in preparing statistics and reports.
- Assist the Rental Intake officers and Rental Students

Benefits:

- 37.5 hours per week
- Group and Medical benefits
- Three weeks' (15 days) vacation
- Sick leave

Working Conditions

- Standard office environment with a team based approach
- Defined working hours

Qualifications

- Bachelor degree with preference given to those with post-graduate degrees in law or other professional disciplines.
- Basic understanding of safe and suitable rental housing market with knowledge of environmental health concerns.
- Familiarity with the practice and procedures of administrative tribunals.
- Ability to:
 - interpret and apply legislation, regulations, policies and procedures;
 - work independently and be highly self-motivated and directed;
 - interact tactfully and diplomatically with clients;
 - actively listen and work collaboratively;
 - prioritize in a fast paced environment; and
 - maintain customer service.
- Experience in conflict resolution would be a definite asset.
- Proven communication skills, both oral and written.
- Experience with Microsoft.
- Must possess a car and valid driver's license.
- Applicants must have a good previous work and attendance record.
- The successful applicant must provide a satisfactory Criminal Record Check prior to beginning employment.
- Bilingualism would be a definite asset.

Salary:

- **Level 18 (\$32.81 - \$41.01 per hour)**