

ON-SITE CONTACT TENANT

Employer:	ADSAB		
Posted:	14 months ago	Closing Date:	May 31, 2023
ES Job ID:	3806	Location:	19/35 Beckett Blvd., Elliot Lake
Sector(s):	Other	Duration:	N/A

Job Description:

The Algoma District Services Administration Board (ADSAB) Housing Services Program is presently recruiting a Contact Tenant:

ON-SITE CONTACT TENANT
19/35 Beckett Blvd., Elliot Lake

The Contact Tenant is required to reside on-site during their employment with the ADSAB. In exchange for duties and responsibilities, the Contact Tenant is entitled to all-inclusive, rent-free accommodations for a one-bedroom apartment valued in accordance with Income Tax regulations. Amenities include:

- heat, hydro,
- water and;
- telephone (excluding personal long distance charges)
- All rights and responsibilities afforded to tenants at ADSAB housing units

Regular employment duties include:

- Acting as an ADSAB point of contact for tenants
- Reporting maintenance problems to Supervisor
- Reporting vandalism or other property damage to the Supervisor
- Assisting with tenant lock-outs
- Performing daily fire panel checks, investigating causes of fire alarm calls
- Reporting emergency situations as required to 911
- Performing daily building security checks
- Providing prospective tenants access to view vacant units, as requested by ADSAB
- Application of salt/sand with occasional snow removal at entry/exit areas
- Occasional general cleaning/maintenance of building interior
- For a list of other occasional duties, please contact Human Resources

Required Skills:

The ideal candidate will have excellent interpersonal skills and interact well with tenants and visitors to the building. They must have the physical capability and endurance to effectively perform the duties listed above and produce satisfactory results of a locally-run criminal record search. Bilingualism (English/French) is an asset.

How to Apply:

Please submit a covering letter and résumé no later than Friday, January 27, 2023, demonstrating your suitability for this position.

Human Resources Department
1 Collver Road



**SAULT
COLLEGE**



**Employment
Solutions**

**YOUR JOB IS OUT THERE.
WE'LL HELP YOU FIND IT.**

Thessalon, ON P0R 1L0
Phone : (705) 842-3370 ext. 265
Fax : (705) 842-3747
E-mail: hrdepartment@adsab.on.ca

We thank all applicants; however, only those selected for an interview will be contacted. Accommodation for candidates with disabilities will be provided upon request for the interview and selection process. Faxed or e-mailed (Word format) applications are strongly encouraged.

SAULT STE. MARIE
WEBINQUIRYSSM@SAULTCOLLEGE.CA
705.945.0705

477 Queen Street East, Suite 203
Sault Ste. Marie, ON P6A 1Z5

BLIND RIVER
WEBINQUIRYBR@SAULTCOLLEGE.CA
705.356.1611

1 Industrial Park Road, Suite 205
Blind River, ON P0R 1B0



**SAULT
COLLEGE**



**Employment
Solutions**

Canada

**EMPLOYMENT
ONTARIO**

Ontario

