Taykwa Tagamou Nation

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Cochrane, Ontario
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www.taykwatagamou.com

Employment Opportunity

Property and Asset Manager

Location: Taykwa Tagamou Nation
Department: Community & Operations
Reports to: Director of Community & Operations

About the Role

The Property and Asset Manager provides centralized oversight of Taykwa Tagamou Nation's housing rentals, property assets, vehicles, and equipment. This role supports day-to-day rental and leasing administration, coordinates maintenance and inspections, maintains accurate records and reporting systems, and helps strengthen policies, procedures, and operational processes. The position plays an important role in supporting safe, stable, well-managed housing and property assets for community members while protecting TTN's assets through accountable and consistent administration.

Responsibilities

- Coordinate rental and occupancy administration for on-reserve and off-reserve housing units, including leases, renewals, move-ins, move-outs, inspections, notices, and terminations.
- Track occupancy, vacancies, rent, arrears, tenancy files, vehicle and equipment leasing records, and related correspondence.
- Coordinate routine, preventative, and emergency maintenance activities for housing, vehicles, equipment, and property assets.
- Manage fleet operations, including vehicle assignment, usage tracking, maintenance scheduling, licensing, insurance, inspections, and related records.
- Receive, assess, and prioritize maintenance requests while working with infrastructure staff, contractors, inspectors, and external partners to complete repairs.
- Maintain centralized asset records and databases, including housing units, tenants, inspections, maintenance records, vehicles, equipment, and reporting information.
- Prepare and support operational, management, audit, planning, and funding reports as required.
- Support the development and implementation of housing, fleet, vehicle, equipment, and property asset policies, procedures, standardized forms, tracking tools, and workflow improvements.
- Support compliance with TTN policies, governance frameworks, applicable legislation, confidentiality requirements, and proper record management practices.
- Work collaboratively with Community & Operations, Finance, staff, leadership, contractors, municipal/provincial contacts, and community members in a professional and accountable manner.

Qualifications

- Diploma in Housing Administration, Business, Public Administration, Property Management, or a related field.
- Minimum 3–5 years of experience in housing administration, property management, vehicle and equipment coordination, or infrastructure-related operations.
- Experience coordinating rental administration, tenant services, vehicle leasing, inspections, and maintenance activities.
- Knowledge of housing, vehicle and equipment, rental and leasing management practices, and basic property maintenance systems.

- Understanding of the Ontario Residential Tenancies Act and First Nation housing and property asset systems is an asset.
- Strong record-keeping, database management, reporting, communication, organization, and problem-solving skills.
- Valid driver's licence and access to reliable transportation to travel between properties.
- First Nation Housing Professional certification, or willingness to obtain, is considered an asset.
- Experience working with First Nations housing programs, community-based services, or a First Nation organization is considered an asset.
- Ability to speak Cree is an asset.

Taykwa Tagamou Nation offers a competitive compensation package subject to qualifications and experience; group medical insurance: extended health, dental, life, AD&D and Pension Plan benefits.

How to apply:

Please include these documents in your submission:

- Letter of Application/Cover Letter
- Resume
- Three recent work references (one being from your most recent supervisor/manager)
- Copies of Certificate(s) of Qualification

By email: resumes@taykwatagamou.com

By Fax: 705-272-5785

By mail: P.O. Box 3310, RR#2, Cochrane, ON. P0L 1C0

Deadline to submit application:
December 11th @ 4:30 pm

A complete work description is available upon request. Preference and Priority will be given to Taykwa Tagamou Nation Applicants. We wish to thank all applicants however only those selected for an interview will be contacted.

Posted: November 24, 2026