

*The **ABERDEEN & VONDA Housing Authorities***  
*are seeking a **CONTRACT MANAGER***

Manager responsibilities include building relationships, understanding and implementing plans & policies, application processing, rent calculation & collection, budgeting, financial analysis, project management and general administration.

The Aberdeen & Vonda Housing Authorities oversee a total of 18 Senior & 1 Family Social Housing units.

**Preferred qualities for this position would be:**

- Excellent written and verbal communication skills
- Strong interpersonal and organization skills
- Customer service mindset and the ability to maintain confidentiality
- Organizational, time management and self-motivation skills
- Ability to supervise and direct contracted personnel
- Use of personal computer and the ability to utilize office technology
- Experience and/or ability in financial analysis and budgeting
- Property management experience

The successful candidate will be responsible for operating costs, office space, computer and use of own vehicle. Contract remuneration is set by Saskatchewan Housing Corporation.

The preferred candidate will be required to complete a Criminal Record Check including a vulnerable sector check prior to the offer of and appointment to a position.

**Submit applications by July 6, 2022 to:**

Corey Adam, Area Manager

#1 – 501 Gray Avenue, Saskatoon, SK S7N 2H8

Email: [cadam.lsha@housingauthoritiesk.com](mailto:cadam.lsha@housingauthoritiesk.com)