

MHBA Career Opportunity

The Manitoba Home Builders' Association is a non-profit trade association representing Manitoba's residential construction industry. The MHBA's mandate is to provide our members, the public and all levels of government with ongoing education and information about the residential construction industry in our province.

At present, we are looking for an enthusiastic, driven and dedicated individual to join our team as our **Member Services and Administrative Coordinator**. This position's responsibilities include:

Coordinate membership recruitment & engagement activities

- Fully implement, maintain and update the MHBA's membership data base system/Membee.
- Intake all MHBA membership applications.
- Handle calls/in person meetings regarding MHBA membership benefits.
- Look for creative ways to increase benefit of MHBA membership and recruit new members.
- Maintain and manage all MHBA membership files.
- Ensure MHBA Directory and website listings are updated and correct.
- Distribute "New Member Information Packages" and facilitate the onboarding of new members.

Membership Requirement Verification/Audits

- Vetting and background check of all MHBA membership applications.
- COR/SECOR and New Home Warranty verification.
- RenoMark code verification for renovator members & CSAM Renovator Safety Program.
- Provide administrative support for MHBA Master Builder/Sales Agent education programs registrations.

MHBA Member Complaint Process

- Coordinate all consumer complaints regarding MHBA members with the CEO.
- File all consumer complaints as required.

Accounting Preparation and Banking

- Process daily bank deposits, prepare accounts payable and receivable information for the accountant, and conduct recover/retention calls on accounts.
- Prepare and code all accounting and banking information on weekly basis prior to it going to the MHBA Accountant for processing.
- Work with MHBA Accountant to prepare all accounting and banking information required.

Coordinate MHBA Office Administrative Functions

- Handle all general phone, in person, and general email enquiries.

- Perform clerical tasks such as process daily mail & couriers, office supply inventory management, and other administrative duties as required by CEO.
- Ordering food/supplies for MHBA meetings.
- Prepare various types of outgoing correspondence (mail & email) as required by CEO.
- Prepare and distribute the Board meeting package to the Board of Directors
- Provide administrative support to MHBA events, activities, and educational programs.
- Coordinate Parade of Homes signage (Contempra)
- Inventory management including Parade Flags and Flag poles.

Service Contracts/Agreements

- Oversee and manage all contracts and relationships with service providers to MHBA office.
- Oversee lease and manage relationship with Artis Reit (landlord) and office maintenance issues
- Oversee and manage insurance renewals (D&OL, Office, etc.)

Other duties

- Clerk of Committees – Board of Directors & AGM, Membership and Marketing.
- Committee Participant - Parade of Homes, Housing Forum Working Group.
- Provide support and assistance in preparing for and during all MHBA events and activities.
- Provide vacation relief for MHBA staff as required.
- Other duties as assigned by the CEO.

Qualifications

- Minimum 2-3 years of experience in performing similar tasks
- Related post-secondary education preferred
- Have professionalism and exhibit good judgment while representing our organization
- Strong interpersonal, written and verbal communication skills
- Strong MS office skills in Word, Excel, PowerPoint and Outlook.
- Basic bookkeeping and accounting skills. Experience with Quick Books would be a strong asset.
- Strong organizational skills with an ability to prioritize tasks and manage time effectively
- Ability to manage multiple projects, tasks and assignments at once, reprioritizing where necessary
- Ability to work effectively in a fast-paced environment
- Ability to address details and examine work carefully for accuracy and completion

To Apply

If you are interested in this exciting and challenging position with the Manitoba Home Builders' Association, please email your cover letter and resume by **April 23, 2021** to info@homebuilders.mb.ca.

We thank all who apply and advise that only those selected for further consideration will be contacted.