



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Clerk, Surveys

<b>Job ID</b>	<b>4C-CA-03-83-59-3C</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=4C-CA-03-83-59-3C">https://careers.indigenous.link/viewjob?jobname=4C-CA-03-83-59-3C</a>	
<b>Company</b>	Canada Mortgage And Housing Corporation (CMHC)	
<b>Location</b>	Vancouver, British Columbia	
<b>Date Posted</b>	From: 2018-07-18	To: 2018-08-17
<b>Job</b>	Type: Full-time	Category: Miscellaneous
<b>Languages</b>	English Essential	

### Description

Job Requisition ID: 683

Primary Location: Vancouver, British Columbia (CA-BC)

Sector: People and Strategy

Language Designation: English Essential

Language Skill Levels (Read/Write/Speak): ZZZ

Salary Range: \$36387 to \$45484

Position Status: Temporary Full Time

Security Requirement: Reliability Status

Travel Requirement: Travel not required

Canada Mortgage and Housing Corporation (CMHC) helps Canadians meet their housing needs. As Canada's authority on housing, we contribute to the stability of the housing market and financial system, provide support for Canadians in housing need, and offer objective housing research and advice to Canadian governments, consumers and the housing industry. Prudent risk management, strong corporate governance and transparency are cornerstones of our operations. Our work matters to a great many people and our employees matter to us.

Bring your communication skills and your data entry expertise to this position in Vancouver and gain experience in the Market Analysis Centre.

As a member of the Market Analysis team, you will be responsible for providing a range of support to the market analysis survey function.

This full-time 5 month contract position with the possibility of extension is an exceptional opportunity for a detailed oriented individual to expand his or her career within Canada Mortgage and Housing Corporation (CMHC), an organization where you are valued and respected, recognized for your contributions and that is committed to providing a work environment where you are inspired to make a difference.

### How You Will Be Contributing

• Entering accurate housing data to meet monthly deadlines in MAC's Information Systems.

• Preparing work for contract enumerators conducting MAC's Surveys, including printing survey cards for each municipal area and ensuring work is separated and delivered to each

enumerator

• Conducting follow-ups with municipalities to ensure that building permits are received within set deadlines, as well as verifying and entering building permits data into MAC's Information Systems.

• Assisting in the verification of survey data entered into MAC's Information Systems, using a variety of reports or referencing diverse information sources and databases.

• Collecting and recording detailed information (including sales) from builders and real estate agents related to market absorption into MAC's Information Systems.

• Updates portfolios of property management firms and acquires rent roll information.

• Proactively researching and identifying residential development projects throughout various information sources (eg, media, web, etc.)

• Reviews existing processes and proposes improvements and more efficient methods.

• Confirming information collected on rental market survey cards, selected randomly, through phone calls.

• Compiling information in response to requests from CMHC's Market Analysts, other CMHC staff, and the public, as assigned.

### **How to Apply**

To Note

• Your application must clearly demonstrate how you meet the requirements as CMHC cannot make assumptions about your education and experience.

• Selected candidates may be required to do a presentation or assessment as part of the interview. If so, they will be advised in advance. In the event that tests are administered, candidates will also be advised in advance.

• We sincerely thank all candidates for their interest, however, please note that only those applicants selected for further consideration will be contacted.

• If selected for an interview or testing, please advise us if you require an accommodation.

• Candidates who do not meet all of the position requirements may be considered in an under-fill capacity, in which case the person will be hired at a lower level than the position level.

• All applications submitted to this competition will be kept for a six (6) month period and may be considered for future related vacancies at CMHC.

• Candidates must be eligible for Reliability Clearance.

• Second Language Proficiency levels are defined as follows: A = Beginner Level

B = Intermediate Level

C = Advanced Level

E = Exempt

P = Specific Language Skills

Diversity

CMHC is an employer that values diversity and encourages the learning and use of both Canada's official languages. CMHC is committed to employment equity and actively encourages application from women, Indigenous people, persons with disabilities and visible minorities