



## Housing Administrative Assistant Summer Student - 2023

Position Title:	<b>HOUSING ADMINISTRATIVE ASSISTANT</b>
Rate of Pay:	\$16.00 per hour
Hours of Work:	35 Hours a Week
Employment Period:	June 26, 2023 – September 1, 2023
Competition Number:	05-2023

Would you like to earn some money while gaining valuable work experience and contributing to your community? Peterborough Housing Corporation has an exciting opportunity for you to consider.

### Position Description:

The Housing Administrative Assistant will work in the Peterborough Housing Corporation's (PHC) office providing administrative support to all departments within the Corporation under the direction of the Financial Services Supervisor and the Director of Corporate Service.

### Responsibilities and Duties:

- Provides administrative support to all departments in the corporation which may include processing rent payments and receivables; data entry for resident services, building services, and tenant support services; filing and record keeping; and reception coverage.
- Assist in compiling and preparing various reports.
- Assist the Financial Supervisor and/or Financial Assistant by preparing financial reports, verifying data, and processing payables.
- Participate in additional programs and tasks related to the work of Peterborough Housing Corporation.

### Knowledge, Skills and Abilities Required:

- Some Post-Secondary (College or University) education in an area of study related to the position.
- Proficient in the use of the Microsoft Office programs and are willing to learn new software.
- Excellent verbal and written communication skills and enjoy working with the public.
- Able to provide excellent customer service and respect confidentiality.
- Willingness to work with diverse populations, an understanding and interest in poverty issues, and a commitment to social justice.
- Police and Vulnerable Sector check required
- Proof of COVID-19 Vaccination required

**This position is subject to grant funding approval through Canada Summer Jobs with the following requirements:**

- You must be between 15 and 30 years of age (inclusive) at the start of employment
- You must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act\* and
- You must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations
- International students are not eligible participants

**Complete Job Description available at <https://ptbohousingcorp.ca/about-phc/careers/>**

**Deadline for application submission is 4:00 p.m. on Wednesday, March 8, 2023**

Please direct your application

**“CONFIDENTIAL – Housing Administrative Assistant - Summer 05-2023”**

Director Corporate Services

Peterborough Housing Corporation, 526 McDonnell Street, Peterborough, Ontario, K9H 0A6

[PHC\\_HR@ptbohousingcorp.ca](mailto:PHC_HR@ptbohousingcorp.ca) fax (705) 742-1404

Peterborough Housing Corporation is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code.

*Thank you for your interest; however only those selected for an interview will be contacted*