



Housing Administrative Assistant Summer Student - 2023

Position Title:	INFORMATION TECHNOLOGY ASSISTANT
Rate of Pay:	\$16.00 per hour
Hours of Work:	35 Hours a Week
Employment Period:	June 26, 2023 – September 1, 2023
Competition Number:	06-2023

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:

Reporting to the Business Analyst, the successful applicant will be an integral part of PHC's implementation of our Yardi Business Review as well as providing support throughout all departments with digitizing of files and records management.

Responsibilities and Duties:

- Assisting in Yardi Business Review implementation
- Digitizing files
- Converting documents to fillable PDF
- Assist with implementation of Records Management System
- Assist in compiling and preparing various reports.
- 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 Computer Science or related field.
- Proficient in the use of the Microsoft Office programs and are willing to learn new software.
- Excellent verbal and written communication skills
- Ability to work both independently and in a team environment
- Able to provide excellent customer service and respect confidentiality.
- 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 – Information Technology Assistant - Summer 06-2023”

Director Corporate Services

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

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