

Position Title:	HOUSING ADMINISTRATIVE/INFORMATION TECHNOLOGY ASSISTANT
Number of Positions:	One (1) (subject to grant funding approval)
Rate of Pay:	\$17.70 per hour
Hours of Work:	35 Hours a Week
Employment Period:	May 26, 2025 – August 29, 2025
Competition Number:	03-2025

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/Information Technology Assistant will work in the Peterborough Housing Corporation's (PHC) office providing administrative and IT support to all departments within the Corporation under the direction of the Director of Corporate Service or designate.

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 finance team by preparing financial reports, verifying data, and processing payables.
- Assisting in Yardi Business Review implementation.
- Converting documents to fillable PDF.
- Assist with implementation of Records Management System.
- 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.
- Ability to work both independently and in a team environment.
- 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.
- Ability to work independently and within a team.
- Ability to work efficiently on assigned tasks independently.
- Ability to collaborate as a team member.



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*
- 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

This position will remain open until the position is filled.

Please direct your application

“CONFIDENTIAL – Housing Administrative/Information Technology Assistant - 03-2025”

Senior Manager, People & Culture
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.