



Centretown Citizens Ottawa Corporation (CCOC) is looking for an energetic team player who will provide general administrative support over the summer.

The summer student will be assisting all departments and the office staff with their duties. There will be a focus on tenant communication and data entry.

**Are you the right fit for our team?** Our ideal candidate has some customer service experience and is familiar with property management practices. Preference will be given to candidates with personal or professional experience with marginalized communities.

**Does this sound like you?** Apply to be our summer student today! CCOC is a progressive employer of choice that values diversity, collaboration, inclusive and open decision-making, innovation, creativity, and sustainability in all that we do.

**Application deadline:** 2:00pm Wednesday, March 25, 2020

**Reports to:** Executive Director

**Compensation:** \$15.33/hour, based on a 35 hour work week

*This position will run from May through August.*

Forward resume and cover letter by email to [hire@ccochoosing.org](mailto:hire@ccochoosing.org). Your cover letter should specifically address how you meet the education, experience, competencies and skills listed in this job description.

We thank all applicants for their interest; however only those candidates selected for interviews will be contacted.

*Priority will be given to students who are Aboriginal or visible minorities.*

# Administrative Assistant (Summer Student)

## Summary

Student will provide administrative support to various departments on an as-needed basis.

## Responsibilities:

(This is not an exhaustive list)

### 1. Initiate maintenance procedures by:

- responding to emergencies by contacting appropriate personnel or agency; and
- receiving requests from tenants for repairs, and making up work orders.

### 2. Assists in the daily administration of the office by:

- entering various department data into databases as required;
- performing all general office duties including but not limited to, word processing, photo-copying, mailing, filing, etc.;
- scanning documentation to tenant files;
- providing excellent customer service at the service desk.

### 3. Performs such other duties as may be required by Executive Director.

This position supports the work of Centretown Citizens Ottawa Corporation, Centretown Citizens Housing Co-operative, and Cahdco.

## Preferences

- Familiarity with property management practices and standard pest control procedures
- Proficiency in MS Office (Excel, Word, Outlook)
- Organized, detail-oriented with good customer service sense
- Strong reading, comprehension, analytical and problem-solving skills
- Fluency in a third (or more) language