



Administrative Assistant

Department: **Rental**
Location: **415 Gilmour St., Suite 200, Ottawa ON K2P 2M8**
Term: **Summer (May – August, 2026)**
Status: **Full-time Casual; 35-hour work week**
Pay: **\$20.00/hr**
Reports To: **Rental Director**
Closing Date: **ASAP**

About Centretown Citizens Ottawa Corporation (CCOC)

CCOC is a community-based, tenant and member-directed, non-profit housing organization whose mission is to create, maintain and promote housing for low and moderate-income people. We value diversity, collaboration, inclusive and open decision-making, innovation, creativity, and sustainability.

For more information, visit: www.ccohousing.org

Position Summary

This role provides administrative and front-line support to ensure efficient office operations and quality service to CCOC tenants. Responsibilities include data entry, general office duties, document management, and customer service.

Key Responsibilities

Responsibilities include, but are not limited to the following:

Assists in the daily administration of the office by:

- Entering various department data into database, as required;
- Performing all general office duties including but not limited to, word processing, photo-copying, mailing, filing etc.;
- Scanning documents to tenant files;
- Providing excellent customer service to CCOC tenants.

Performs other duties as requested by the Department Director or the Executive Director

This position supports the work of Centretown Citizens Ottawa Corporation, and Cahdco (Centretown Affordable Housing Development Corporation).

The individual will be expected to conduct themselves in accordance with CCOC's Mission and Values, as well as the core competencies of DEI, Service Excellence, Teamwork, Results-Oriented and Adaptability, which form an integral part of CCOC's Performance Management Program.

Education and Experience

- Completed post-secondary education
- Proficient in Microsoft Office Suite (Excel, Word, Outlook) at an intermediate level
- Intermediate ability to use Microsoft Office Suite
- Fluent in English and French, both written and verbal; additional languages considered an asset
- Experience in problem-solving and providing excellent customer service
- Familiarity with property management practices

Working Environment

- Normal office environment; periods of light physical activity (for example, intermittent sitting, standing or reading)
- Some degree of physical skill and coordination required (for example; basic keyboarding)
- Comfortable physical working environment
- The incumbent may be exposed to some level of stress

Applying to the Role

To be considered for this role, please email your resume and cover letter to hire@ccochoosing.org

All applications must include the following information in the subject line: **CCOC – Administrative Assistant – Rental**

Application Deadline is May 1, 2026.

We thank all applicants for their interest in the role, however, only those selected for an interview will be contacted. If contacted for an interview, please inform us if you require accommodation.

In the spirit of the Human Rights Code, we ask that resumes do not include personal data including, but not limited to age, health, marital and family status.

As an employer committed to the principles of employment equity, we encourage applications from all persons including Black, Indigenous and People of Colour, persons with disabilities, and persons of all sexual orientations and gender identities. We are committed to providing an inclusive and barrier free experience to applicants with accessibility needs in accordance with the Ontario Human Rights Code (2015) and the Accessibility for Ontarians with Disabilities Act (AODA).

CCOC Maintains a COVID vaccination policy for employees. Exemptions are available based on either a protected ground under the Human Rights Code, or a documented medical reason.

For candidates with disabilities requiring an accommodation, you may contact hire@ccochoosing.org