



NEW
CANADIANS
CENTRE
PETERBOROUGH

221 Romaine Street
Peterborough, ON K9J 2C3
Tel (705) 743.0882
info@nccpeterborough.ca
www.nccpeterborough.ca

NEW CANADIANS CENTRE PETERBOROUGH

Position Description: Building Administrator

Posting Date: October 14, 2025

NOC: 13100 - Administrative officers

Closing Date: November 3rd, 2025, 9:00 AM

Hours: 35 hours per week
Wage: \$27.33 to \$33.11 per hour
Start date: As soon as possible
Location: Peterborough, Ontario
Reports to: Manager of Operations
Terms of Employment: Permanent, Full-time
Benefits: Eligible for Extended Health Benefits after 3 months; eligible for pension after 12 months

APPLICATION INSTRUCTIONS:

Applications **must include a cover letter and resume to be considered.**

Please send your cover letter and resume as one PDF file attached to the email.

Applications must be emailed to recruitment@nccpeterborough.ca. Applications will ONLY be accepted if received as directed.

Thank you for your interest. Please note that only those selected for an interview will be contacted.

Position Overview:

The New Canadians Centre Peterborough (NCC) is a non-profit charitable organization dedicated to supporting immigrants and refugees in the Peterborough, Kawartha Lakes, Haliburton and Northumberland regions. We strive to empower immigrants and refugees to become full and equal members of Canadian society and to provide community leadership to ensure cultural integration in a welcoming community.

The Building Administrator is responsible for overseeing the maintenance, rental management and daily operations of the New Canadians Centre's main office location at 221 Romaine St. in Peterborough. This includes ensuring the property is well-maintained, managing recurring and one-time rentals,

coordinating repairs, and providing excellent service to renters and staff. The role requires strong organizational, communication, and problem-solving skills to maintain a safe, functional, and welcoming environment. This position requires some travel to different locations in Peterborough.

Duties & Responsibilities:

Building Administration:

- Communicate and manage relationships with contractors and service providers to maintain a well-functioning office and manage building maintenance, with the support of the Manager of Operations.
- Create and maintain user manuals and procedures for building equipment and infrastructure.
- Prepare reports on building operations, maintenance activities, and rental performance.
- Be the main point of contact for all staff regarding any support related to building management.
- Provide recommendations and assist in the due diligence, procurement, and purchases of capital assets and services to the Manager of Operations.
- Maintain and purchase building supplies as needed.
- Conduct regular inspections of the building and facilities to identify maintenance and repair needs and prepare a maintenance schedule.
- Coordinate and supervise maintenance and repair work, ensuring timely completion and cost-effective solutions.
- Ability to be on-call for urgent building maintenance issues including the potential for weekends and after hours.
- Coordinate janitorial services company and ensure waste disposal and cleanliness in common areas.
- Project management for leasehold improvement projects.
- Ensure compliance with health, safety, and building regulations.
- Oversee security and emergency procedures, ensuring the safety of all occupants and visitors.

Rental Management:

- Oversee both recurring and one-time rentals of the building's facilities, such as event spaces and offices.
- Handle rental inquiries and bookings, schedule viewings, and process rental agreements.
- Maintain accurate records of renters, payments, and rental schedules.
- Supervise rental events as needed including potential for some on-call requirements on weekends or after work hours (for additional hours and pay).
- Serve as the primary point of contact for rental clients. Address renter complaints, concerns, and service requests promptly and professionally.
- Ensure renters adhere to rental agreements and building policies.
- Work in coordination with the Communications Officer to market and advertise available rental spaces.
- Work in coordination with the Finance Officer to collect rental fees and deposits, issue invoices, and track financial transactions related to rentals.

General Responsibilities

- Be present at the office for five days a week.

- Perform other administrative duties as needed, including potential to cover front-desk absences.
- Support the mandate of the New Canadians Centre.
- Assist in organizing and/or participate in NCC events and activities including the AGM and Canada Day.
- Complete documentation such as expense reports and timesheets in a timely fashion.
- Create and maintain a Position-Specific Manual.
- Other duties as required.

Qualifications:

Experience

- Relevant education and/or experience in property management, business, or a similar administrative role and/or non-profit sector preferred.
- Proficiency with Microsoft Office Suite is required.
- Experience in managing or leading projects involving contractors is an asset
- Experience writing administrative manuals, policies, and procedures is an asset.
- Customer service experience is an asset.
- Understanding building safety regulations and rental management is an asset.
- Lived experience as a newcomer to Canada or as a member of a marginalized group, as voluntarily self-identified, is an asset

Competencies

- Excellent English written and verbal communication skills.
- Strong interpersonal and cross-cultural communication abilities.
- Ability to handle multiple tasks, prioritize, and thrive in a busy environment.
- Understanding and emotional empathy for the struggles immigrants and refugees face in starting a new life in Canada/Peterborough.
- Understanding of anti-oppressive language and concepts including power, privilege, intersectionality, and racism.
- Interest in developing new competencies as needed for the responsibilities of the position.
- Professional skills, demeanor, and work ethic.

Other

- Current Criminal Reference check with vulnerable sector screening.
- Ability and willingness to travel to other locations in Peterborough.
- Valid Ontario Class G Driver's License, and access to a vehicle is required

The NCC strives to be an equal opportunity employer.

We encourage applicants from diverse backgrounds.

Any information obtained during the course of recruitment will be used for employment recruitment purposes only, and not for any other purpose.

Accommodation will be provided in all parts of the hiring process as required under the NCC's Accessible Customer Service Policy. Applicants will need to make their needs known in advance.

The NCC is an advocate for equity and is committed to ensuring representation in its staff team. We welcome applications from members of immigrant and refugee communities, people of colour, women, Indigenous peoples, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.