

EMPLOYMENT OPPORTUNITY

The Salvation Army Lighthouse Resource Centre
BC DIVISION

POSITION: **Administrative Assistant (C) - casual/on-call**

FACILITY: **Lighthouse Resource Centre**

8635 Granville Street Port Hardy BC



Giving Hope Today

RESPONSIBILITIES & EXPECTATIONS:

The Administrative Assistant (C) position provides administrative and or special project support for the manager and Center

The successful candidate will:

- Be available on call Monday through Friday 9:00 am – 4:30 pm on call.
- Perform office duties as outlined in job description including use of The Salvation Army Systems (SAMIS, CMS as well as computer programs, Word, Excel etc.)
- Handle phone calls, faxes, emails and messages and guests inquire.
- Perform other duties as assigned.
- Consent to work a flexible schedule

Please Note: Due to the nature of a low-barrier shelter, applications should be aware that they will be working with intoxicated individuals.

QUALIFICATIONS:

Minimum Grade 12 education or equivalent, valid WHIMIS, Food Safe 1, First Aid Certificate, and Non-violent Crisis Intervention Certification. Previous office experience preferred.

SALARY/GRADE: Grade 7 available for Casual/on-call (hours from 9:00 am to 4:30 pm only ; Monday – Friday) - starting immediately.

Interested applicants must submit a cover letter and resume on or before June 2, 2017, to:

EMAIL: Michael_Winter@can.salvationarmy.org

Or drop off cover letter & resume in person Mon-Friday 9:30am-4:00pm at:

Lighthouse Resource Centre - 8635 Granville Street, Port Hardy, BC

We thank all applicants, however, only those candidates to be interviewed will be contacted.

PLEASE NO PHONE CALLS

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.