

EMPLOYMENT OPPORTUNITY

The Salvation Army Centre of Hope
BC DIVISION

POSITION: Administrative Assistant -

FACILITY: Lighthouse Resource Centre

7305 Market Street Port Hardy BC



Giving Hope Today

RESPONSIBILITIES & EXPECTATIONS:

The Administrative Assistant works at the front desk for local Community Centre:
Position provides administrative and or special project support for the supervisor and Center

The successful candidate will:

- *Perform office duties as outlined in job description
- *Work with and alongside the general public at a drop-in Community Centre
- *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,
Previous office experience preferred.
Preferred Certificates - valid WHIMIS, and First Aid Certificate

Hours from 9:00 am to 4:30 pm Monday – Friday
Full Time Position with Benefits after 3-month Probation period

Interested applicants must submit a cover letter and resume to:

EMAIL: employeerelations@oceancrestchurch.org

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

PLEASE NO PHONE CALLS