

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) works at the front desk for local Community Centre: 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
- 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

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 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.