



September 20, 2016

Internal/External Job Posting- #AD10-16-04

OFFICE ASSISTANT

Term Certain (2 months) – Part-Time

JOB OVERVIEW

- To provide administration, clerical support, website updates, intranet updates, inventory and database application in administrative office of Collingwood Neighbourhood House.

QUALIFICATIONS

- 3 – 5 years relevant working experience in an office environment
- Mandatory skills and experience in taking minutes
- Excellent verbal and written English skills
- Good social media and communication skills
- Typing speed of at least 60 wpm
- Knowledge of MS Word for Windows/Excel/Publisher
- Experience with database application
- Working knowledge of website
- Experience in the production of newsletters an asset
- Able to work under pressure in a busy environment
- Ability to work flexible hours including evenings
- Working experience in a multicultural setting preferred
- Tactful, with good interpersonal skills and well organized
- Strong research and organizational skills, good problem solving skills
- Second language an asset
- Driver's license an asset

JOB DETAILS

- Salary: \$17.35 per hour
- Schedule: 28 hours a week, between Monday to Friday (Flexible), 9:00 am – 5:00 pm.
(Schedule will be changed to other dates and some evenings as needed)
- Location: 5288 Joyce Street, Vancouver

This is a unionized position covered by a Collective Agreement with CUPE Local 1936-05.

APPLICATION PROCESS

As per Collingwood Neighbourhood House's Human Resources Policies and Procedures, all factors being equal, first priority will be given to internal and local applicants.

SUBMIT RESUMES & COVER LETTER BY: September 27, 2016

Please quote reference # AD10-16-04

Zeena Chopra

Office Coordinator

Collingwood Neighbourhood House

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Fax: (604) 451-1191 or email zchopra@cnh.bc.ca

NO PHONE CALLS PLEASE!!!

(ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED)