



Job Description

Part-time Office Administrator (8-16 hours per week)

Place Maillardville is a not-for-profit community centre located in the heart of Maillardville, Coquitlam. Our goal is to make Maillardville a better place to live and we believe in doing that one relationship at a time.

This is an administrative and public contact position at Place Maillardville Community Centre. An incumbent is responsible for reception, various administrative duties, as well as program registration. Hours will be during weekday evenings between 5 pm – 9 pm and weekends 9 am - 1 pm, with the opportunity to grow within the organization.

Candidate Summary

This is an opportunity for a creative, flexible and hard-working individual who enjoys interacting with the diverse residents of our community. You get to experience variety in your job and juggle the needs of different departments, while making sure the office is tidy and running efficiently.

Responsibilities

Daily tasks include, but not limited to opening or closing the facility; guest reception, program registrations including cash handling, and general office duties.

Qualifications

- Some relevant experience working in an office environment
- Attention to fine detail and accuracy are critical
- Strong analytical and problem-solving skills
- Must be a team player and an effective communicator with exceptional interpersonal skills
- Possess a desire to work in a small business environment that generates a high level of activity, all of which requires an attitude of professionalism, confidentiality, efficiency, teamwork, and flexibility.
- Requires little supervision and can work independently
- A self-starter who identifies and addresses problem areas and recommends a plan of action to correct or streamline processes
- Excellent phone etiquette, time management, and organizational skills
- ACTIVE net or similar registration system experience is an asset
- Current First Aid/CPR and AED training

Requirements

- Must complete a Police Information check.
- Must possess intermediate proficiency in Excel and MS Office

We are accepting applications until May 10, 2019. We thank all who apply, but only the most qualified will be contacted for an interview.

Please forward your cover letter & resume to:
Administrative/ Financial Manager – Place Maillardville Community Centre
1200 Cartier Avenue, Coquitlam, BC, V3K 2C3
Email: careers@placemaillardville.ca
Fax: 604.933.6168