



Part-Time Administrative Assistant

POSITION DEFINITION:

Under general supervision of the General Manager, Finance Director, Operations Manager, and Board Secretary to perform a variety of general clerical and reception work in support of the organization; to provide word processing and data entry support; and to provide general information and assistance to staff and the public, and perform other duties as required.

POSITION HOURS:

This position is for two (2) days a week 7am – 3:30pm

Qualifications:

Knowledge of:

- English usage, spelling, vocabulary, grammar and punctuation.
- Standard office procedures, methods and computer equipment.
- Principles and procedures of record keeping.
- Basic word processing methods, techniques and programs.
- Basic mathematical principles.
- Numerical, alphabetical, and subject matter filing systems.
- Safe driving principles and practices.
- Bilingual a plus

License or Certificate:

- Possession of an appropriate and valid driver's license.