

Office Administrator - Job Posting

Summary: Reporting to the Principal, the Office Administrator is responsible for providing reception and office support functions for the CCS office, Central Council, and other Committees as required, as well as financial administration and some registrar duties.

The Office Administrator will work closely with the Principal, Program Staff, Students, Alumni, and Committee members to coordinate and ensure CCS priorities and job responsibilities are carried out effectively and efficiently.

The successful candidate brings to this position a strong attention to detail and a commitment to providing strong customer service.

Key Responsibilities:

1. Reception and Office Administration/Support – maintain efficient office procedures and systems, and provide office and clerical support to the Principal and Central Council as needed.
2. Financial Administration - record and deposit incoming cheques and deposits, compile relevant information to be presented to the external accounting firm, provide documentation and administrative support as needed to the Finance Committee.
3. Registrar duties – liaise with students in processing tuition and bursary payments, assist Information and Program Administrator in responding to inquiries from prospective students relating to CCS and its programs.
4. Participation in Community Life at CCS – share in common staff responsibilities and participate in regular staff meetings.

Essential:

- ✓ Minimum one year experience working within the role of an Office Administrator or similar
- ✓ Demonstrated experience working as part of a multifunctional team
- ✓ Strong written and verbal communication skills
- ✓ Demonstrated experience with basic bookkeeping/accounting principles
- ✓ Strong understanding with Microsoft Office Suite (Outlook, Excel etc.)
- ✓ Criminal Record Check.

Assets:

- ✓ Program certificate in office administration
- ✓ Experience with the Anglican and/or United Church
- ✓ Familiarity with Quickbooks.

Hours of Work: Monday to Friday – 8:30am – 4:30pm with flexibility to work occasional evenings and week-ends as required.

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For more information please visit our website: <http://ccsonline.ca/>

Please submit your application to: applywithCCS@gmail.com no later than Sunday, May 4th, at 4:00pm.

****No phone calls please. We thank all who apply however, only those candidates selected for interviews will be contacted****