

Administrative Assistant

Holy Family Parish, Fernie

General Description

Holy Family Catholic Parish in Fernie is establishing a new position of Administrative Assistant and is seeking to hire a person for this job. The Administrative Assistant is a key member of the parish team and often represents the face of the Holy Family Catholic community to parishioners and visitors. The Administrative Assistant is the initial contact for visitors at the office as well as electronic and telephone and enquiries.

Other General Duties:

- Financial reporting and payroll;
- Filing and general administrative duties;
- Collecting and depositing monthly lease payments and user fees;
- Dealing with the public – in person, electronically and on the telephone;
- Overseeing and managing volunteer schedules;
- Managing bookings and leases for the Fernie Family Centre.

Qualifications:

- Ability to work without supervision;
- Ability to communicate effectively, both verbally and written;
- Ability to work effectively with others;
- Ability to organise workload and set priorities;
- Knowledge of basic financial reporting and accounting practices;
- Knowledge of basic mainstream computer software programs;
- Ability to use different social media platforms.

This job will be approximately 20 hours per week, Tuesday to Friday.

If you are interested in this position, please send your résumé, with cover letter to info@holyfamilyfernie.ca by **Friday 31st May 2019** (*please make the subject line: Administrative Assistant.*) A detailed job description can also be obtain by e-mailing info@holyfamilyfernie.ca