

Part-time Front Desk Position

St. Joseph's Parish administration seeks to hire a part-time clerk who will serve parkers, parishioners and clients of our social service programs during afternoon and evening shifts, and will provide administrative support to Parish staff.

Start date: August 11th, 2014

Weekly Hours: 16.5 to 22 hours per week (in 5.5 hour shifts)

Rate: \$12 to \$13.50/hour

Key Responsibilities:

- * Answer the telephone, direct calls and take messages
- * Greet and direct visitors
- * Manage the paid parking lot (take information, payment, checking the lot for offenders), Giving out church fines and calling the City for city fines
- * Handle administrative duties: faxing, photocopying, editing documents etc.
- * Serve coffee/juice at the Supper Table window to our clientele
- * Process Mass requests
- * Assist with room bookings and hall viewings
- * Process requests for certificates
- * Process petty cash requests
- * Assist with the St. Joe's Supper Table, including grocery hamper program (if needed)
- * Print weekly bulletin and upload to Parish site
- * Open and close up the office/church

Qualifications/Skills:

- Excellent English communication skills (verbal and written)
- Working knowledge of French
- Work Experience with Microsoft Office and/or Open Office programs
- At least one year prior experience working in an administrative role in a dynamic office environment

To apply, please forward a cover letter and a resume by email to:

Christopher Adam, Executive Director: cadam@st-josephs.ca