



## Now Hiring - Administrative Assistant

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The Western Canadian District Office is looking for a master multi-tasker with excellent office skills and an upbeat attitude.

Candidates will support leadership, management, and the ministry team staff with a high level of professionalism, integrity, and discretion. The successful individual will be detail oriented, highly organized, and enjoy a collaborative, dynamic environment.

The Administrative Assistant must have strong skills in using computers, communication, planning events and travel, and managing multiple tasks and priorities. The Administrative Assistant will be looking for opportunities to provide continuous improvement and streamline better processes. Most important, the Administrative Assistant has a growing relationship with Jesus and a desire to serve Him through caring for the needs of others.

### **Requirements:**

- 3-5 years administrative office experience.
- Creative self-starter who takes pride in efficiently managing and completing tasks simultaneously in a busy work environment with multiple stakeholders.
- Excellent computer skills including knowledge and experience using MS Office (Word, Excel, Outlook, PowerPoint, and Publisher), WordPress, Mailchimp, Weebly, Outlook, Google Suite, Survey Monkey, and Square or Stripe Payment Systems.
- Proactive and well organized with the ability to retrieve information, assess situations, mitigate risks, and positively resolving conflicts or problems.
- Strong time management, delivering reports and office responsibilities on time and accurately.
- Manage and monitor correspondence and data, prioritizing, re-assigning, and follow-up.
- Be an effective resource and flexible in adjusting to changing work priorities.
- Anticipate the needs of others in order to ensure they have a seamless and positive experience.
- A team player who enjoys working collaboratively with other administrative and office staff.
- Ability to meet deadlines, completing tasks in a timely manner.
- Knowledge of standard administrative policies and procedures and business operations.
- Administrative office experience managing an executive's schedule with confidential information and multiple priorities, would be an asset.
- A diploma or certificate in administration would be an asset.
- Proficient in Desktop publishing skills would be an asset.
- Knowledge of Christian and Missionary Alliance mission and culture is an asset.



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### Responsibilities:

- Leadership Support:
  - Build agendas, book meetings in calendar and confirm participant availability, create or provide pre-reads and meeting materials in an organized manner. At times, attend and take minutes for meetings, recording and distributing action items, and follow-up for completion.
  - Setting up meetings including teleconferences, Skype or Zoom videoconferencing, and preparing room, supplies, and materials.
  - Coordinate travel arrangements for individuals and groups of people, including booking flights, cars, and making hotel and restaurant reservations.
  - Screening phone calls and routing callers to the appropriate individual.
  - Managing calendar, email, phone, correspondence, and other general office duties.
  - Responding to some inquiries on behalf of leadership.
  - Prepare, format, or edit documents or materials for committee and leadership team.
  - Preparing reports.
- Management Support:
  - Tasks such as tracking information and costs.
  - Reporting - Compiling information, tracking expenses against budget, and confidential ministry information.
  - Presentation – Researching information and creating presentations.
  - Office Support - Setting up for meetings, and ordering supplies.
  - Maintain polite and professional communication via phone, e-mail, and mail.
  - Provide cross-coverage to other administration roles.
  - Answer calls and questions from District Pastors, their staff or team.
  - Maintain Distribution Lists and Process Payment Requests using our WCD payment system.
- Ministry Team Support / Events:
  - Assist in the planning and implementation of various campaigns and events.
  - May require travel to assist with events.
  - Maintain an organized filing system.

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Job Type:	Permanent Full-time
Location:	WCD Calgary Office, Springborough Plaza, Calgary
Information:	This is a new administrative position and is available immediately.

**Hiring Closing Date:** August 9, 2019, or sooner if the right candidate is found for the position.