

JOB POSTING DETAILS

Employer	St. Luke's Cathedral	Job Type	RI
Job Title	Office Administrator	Duration	Part Time
ES Job ID	12535	Location	NA
Date Posted	May 13, 2022	Closing Date	May 20, 2022

Job Overview - Description & Duties

St. Luke's Cathedral is looking for someone to join their team in a dynamic and multi-faceted Office Administrator position.

Job Description:

- Diverse and wide range of administrative responsibilities
- Communications and relations with a variety of groups; answer inquiries, coordinate activities
- Manage social media accounts, update website, market events
- Assist customers with purchasing niches and designing plaques for St. Luke's Columbarium
- Work in compliance with relevant legislation and keep appropriate records
- Manage sales and financial information and work together with accounting team
- Maintain records in data management system
- Adhere to a high level of confidentiality

Work Schedule: Monday to Friday, 9am-1pm

Wage: To be confirmed

Possible eligibility for benefits and pension plan

Required Skills

- Excellent organizational and time management skills
- Proficiency in using computer applications and basic office equipment
- Willingness to learn and build skills in social media platforms, website management, and computer software
- Take initiative and able to manage workload independently
- Collaborative and able to communicate and work well as a team with others
- Understand of the importance of adhering to a high level of confidentiality
- Basic graphic design skills or aptitude is a benefit

Other Requirements

Proof of two Covid-19 vaccinations is required

How to Apply

Please submit resume to Employment Solutions via email employmentsolutionsjobs@saultcollege.ca, and quote job ID #12535