

Office Assistant

Leduc Kanata Gymnastics
Leduc, AB

Job details

Pay	Job type	Hours per week
CA\$18.00 - CA\$22.00 per hour	Part-Time/Permanent	15-20

Job description

We are a non-profit organization seeking a reliable part-time Office Assistant. As an office assistant, you will be the first point of contact for our club by welcoming guests and greeting people who visit our facility. You will also coordinate front-desk activities, including distribution of general correspondence, answering and redirecting phone calls, and providing administrative support across the organization as required.

To be a successful candidate, you should possess a pleasant personality, as this is a customer service role. Multitasking and time management skills are essential for this position. You will be available for flexible hours on Tuesdays and Thursdays, as well as every other Saturday. Ultimately, the office assistant duties are to ensure the front desk welcomes guests positively, and executes all administrative tasks to the highest quality standards.

Responsibilities are as follows:

- Assist patrons and receive visitors at the front desk by greeting, welcoming and directing them appropriately
- Ensure reception area is tidy and presentable, with all necessary materials and supplies available
- Provide basic and accurate information in-person and via phone/email
- Answer, screen and forward incoming phone calls
- Receive and sort daily mail
- Review the general information email account, answering and distributing correspondence as required
- Assist volunteer board with fundraisers
- Order office supplies/janitorial supplies/first aid supplies
- Help with program registration
- Collect payments for retail items, regular and drop-in programs
- Perform financial duties as directed by the office manager
- Perform other clerical duties such as filing and photocopying

Requirements and Skills

- Experience as an Office Assistant, Front Office Representative or similar position
- Proficiency with Microsoft Office and Google Suite of applications
- Hands-on experience with office equipment (printers and photocopiers)
- Professional attitude and appearance
- Excellent organizational, written and verbal communication skills
- Ability to be resourceful and proactive when issues arise

Please email resume or any questions to officemanager@leducgymnastics.com

Only those applicants chosen for an interview will be contacted. Posting will remain open until October 14th, 2023