

Employment Opportunity: Receptionist / Administrative Assistant

Organization:	The Canadian Southern Baptist Seminary & College	Location:	200 Seminary View, Cochrane, Alberta
Salary/Wage:	TBA	Status:	40 hours per week
Department:	Business & Facilities Office	Start Date:	Immediately

The Receptionist / Administrative Assistant relates to the Director of Finance & Administration and the Facilities Manager.

Functions:

- Reception:
 - Answer phones; manage CSBS&C telephone system and lists; assist staff with phone system use
 - Manage public address books for staff & faculty in Outlook
 - Process and distribute incoming CSBS&C mail including courier shipments
 - Manage postage meter machine
 - Manage office supplies & maintenance supplies
 - Manage photocopier/printer/fax in administration building including ordering of supplies, assist staff with use of the machine
 - Carry out other tasks as assigned by supervisor
- Student Housing:
 - Receive student housing applications and administer a housing waiting list
 - Relate to prospective tenants concerning student housing matters
 - Designate housing to new students and ensure that housing is ready to move in when new tenants arrive
 - Ensure that rental agreements are signed with each tenant and housing policies communicated in an effective manner
 - Enter student housing data in Sonisweb
 - Process billing for student housing in Sonisweb
 - Relate to tenants in matters of housing policies, conduct on campus and any issues that may arise during their stay in student housing
 - Inspect apartments with tenant after move out
- Guest Housing:
 - Manage guest house use and process billing in Sonisweb
 - Coordinate cleaning with Guest House Custodian
 - Work with the Facilities Manager to ensure furnishings and decorations of Guest Housing are appropriately managed and updated when necessary

➤ Facilities:

- Manage internal and external facilities use requests and bookings including coordination of security, custodial and set-up
- Process billing in Sonisweb for facility rentals
- Invoice miscellaneous charges related to Facilities Office in Sonisweb.
- Track RV storage information and post charges in Sonisweb.
- Assist Facilities Manager with volunteer coordination and relations
- Assist Facilities Manager with administrative tasks
- Assist with duties of the Business Office Assistant during her/his absence

Required skills are:

- An enthusiastic and positive attitude and strong relational skills
- Organizational skills and attention to detail
- Proficiency with written and oral communication
- Good working knowledge of Microsoft Office software
- Ability to multi-task
- Self-starter
- Flexibility & adaptability
- Have personal discretion and ability to maintain a high level of confidentiality over sensitive information

Application Procedure:

All interested candidates please submit your resume to the President's Office by September 22, 2014 either by fax to 403-932-7049 or by e-mail to jill.wilhelm@csbs.ca. For any questions please contact Jill Wilhelm at 932-6622 x233.