

## **Employment Opportunity: Receptionist / Administrative Assistant**

<b>Organization:</b>	The Canadian Southern Baptist Seminary & College	<b>Location:</b>	200 Seminary View, Cochrane, Alberta
<b>Salary/Wage:</b>	TBA	<b>Status:</b>	40 hours per week
<b>Department:</b>	Business & Facilities Office	<b>Start Date:</b>	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
  - 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 at move in and move out
- Guest Housing:
  - Manage guest housing 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.
  - 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 Business Office by March 23, 2015 either by e-mail to [sabine.koster@csbs.ca](mailto:sabine.koster@csbs.ca) or by fax to 403-932-7049. For any questions please contact Sabine Koster at 403-932-6622 x234.