

Posted: 26/04/2023

Administrative Assistant

Administrative Assistant will assist the Operations Manager in the overall administration of Royal City Mission.

35 Hours per week hours Monday-Saturday.

Duration: 8 Weeks

Wage: \$16.50/hour

Canada Summer Jobs: As part of the Canada Summer Jobs program, applicants must be 15 to 30 years of age.

Responsibilities and Duties

- Entering confidential and/or sensitive data into RCM's systems and databases; managing databases and ensuring that information is accurate and follows standard RCM operating procedures
- Acting as the primary customer service representative for RCM, responding to phone, e-mail, and in-person inquiries in a professional and courteous manner
- Receiving, reviewing, and prioritizing incoming email, mail, and faxes; screening time-sensitive or confidential correspondence, taking action as appropriate
- Preparing and maintaining a variety of documents, correspondence, reports, and related materials
- Scheduling rental space showings, escorting visitors around rental spaces, and preparing rental reservation documents
- Receiving, opening, and documenting community donations
- Greeting and connecting with community members in a warm and friendly manner
- Staff front desk, check in drop-in participants, and monitor hallway.
- Participating in weekly intern staff meetings
- Other duties as assigned
- Promoting the Vision, Mission, and Values of RCM

Reporting

- Report to Operations Manager

Please send your resume and references to staff@royalcitymission.ca



**ROYAL CITY
MISSION**

50 Quebec Street
Guelph, Ontario
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staff@royalcitymission.ca
royalcitymission.ca

