

Posted: 01/09/2023

Administrator

The Administrator plays a pivotal role in meeting Royal City Mission's administrative objectives and needs. With a sharp attention to detail and exceptional organizational skills, the Administrator utilizes their expertise to uphold the efficient and integrous functioning of RCM's office.

20 Hours per week, in-person.

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, and mail; 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
- Greeting and connecting with community members in a warm and friendly manner
- Participates in monthly staff meetings.
- Executes day-to-day financial operations
- Receiving, opening, and documenting donations
- Ensures expenses and other financial matters have the necessary approvals
- Executes and documents accounts payable/receivable
- Keeps financial records
- Processing Payroll
- Other duties as assigned
- Promoting the Vision, Mission, and Values of RCM

Reporting

- Report to Operations & Finance Manager

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



**ROYAL CITY
MISSION**

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