

Posted: 26/04/2024

Administrative Assistant

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

- Hours: 35 Hours per week
Duration: 8 Weeks, ends June 30, 2024
Wage: \$20.90/hour
Eligibility: As part of the Canada Summer Jobs program, applicants must be:
1. between 15 and 30 years of age (inclusive) at the start of employment;
 2. a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act [S.C. 2001, c. 27]*; and
 3. legally entitled to work according to Ontario legislation and regulations.

**International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents*

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
- Participating in weekly intern staff meetings
- Other duties as assigned
- Promoting the Vision, Mission, and Values of RCM

Reporting

- Report to Managing Director

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



**ROYAL CITY
MISSION**

50 Quebec Street
Guelph, Ontario
N1H 2T4

staff@royalcitymission.ca
royalcitymission.ca

