

## POSITION DESCRIPTION

Job Title: Administrative Assistant

Reports To: Operations Manager

### Requirements:

Team – Individual must demonstrate the ability to be a good team player.

Christian walk – Individual must be a devoted follower of Jesus Christ and have at least one year of experience in some type of ministry within the church. (Other ministry experience is an asset).

Knowledge of office management systems and procedures

Working knowledge of office equipment, like printers and fax machines

Proficiency in Google Docs (MS Office, MS Excel and MS PowerPoint equivalent)

Excellent time management skills and the ability to prioritize work

Attention to detail and problem solving skills

Excellent written and verbal communication skills

Strong organizational skills with the ability to multi-task

### Description:

Will provide friendly, full time onsite administrative support for camp operations.

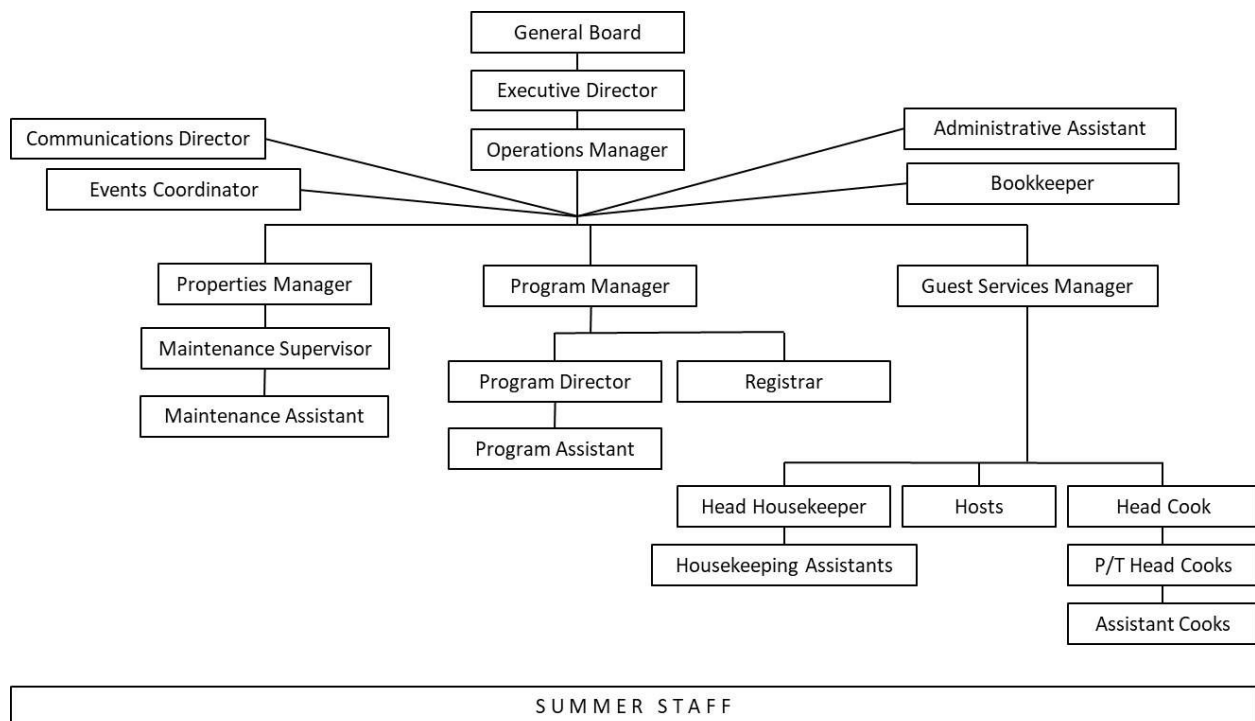
### Primary Responsibilities:

1. Administrative Duties
  - a. Answer and direct phone calls
  - b. Take detailed minutes in staff meetings.
  - c. Write and distribute email, correspondence memos, letters, faxes and forms
  - d. Assist in the preparation of regularly scheduled reports
  - e. Maintain a filing system
  - f. Update and maintain office policies and procedures
  - g. Order office supplies and research new deals and suppliers
  - h. Maintain contact lists in camp databases - Campwise and Silent Partner
  - i. Submit and reconcile expense claims and submit to bookkeeper
  - j. Bookkeeping

2. Provide general support to visitors
3. The administrative assistant will be responsible for the day-to-day operation of the office. There will be others working in this environment and an emphasis on teamwork is required and needed.
4. Individual must be available to work office hours in the Lodge at Travers office Monday to Friday (8:30 to 4:30).
5. Operations Support
  - a. Hosting Retreat Groups - will be on a rotation to help with the hosting responsibilities during the year-round operation of the camp. This will include some dishwashing and housekeeping responsibilities as well as set up.

### Working Relationships

1. Reports to Operations Manager.
2. Will work closely with and provide admin support to the Management team (Programs, Properties, Guest Services.)
3. Will work closely with the year round operations team including the cooks, housekeeping staff, and office staff.



Remuneration:

1. This is a one year renewable contract, full time, salaried, year round, camp office position. Wage negotiated.
2. Vacation benefits
  - a. All statutory holidays (New Year's Day, Alberta Family Day, Good Friday, Victoria Day, Canada Day, Labor Day, Thanksgiving Day, Remembrance Day, and Christmas Day)
  - b. After working for one year - 2 weeks holiday
  - c. After working for three years - 3 weeks holiday
3. Housing benefits
  - a. Depending on the applicant, housing may be available which would include Utilities (water, natural gas, and electricity) provided. This is added as taxable income each month.
4. Health benefits package.
5. RRSP incentive.