



CAREER OPPORTUNITY for Administrative Assistant (Part-time) St. Thomas More, Calgary

OVERVIEW

The Administrative Assistant is considered a key member of the parish team and often represents the face of the Parish to parishioners and visitors. The Administrative Assistant is responsible for the full range of job duties as outlined below and as appropriate for the job setting. Strong people skills, exceptional organizational abilities, verbal and written communication skills and exceptional attention to detail are required.

RESPONSIBILITIES

Primary

- Answering telephone, screening and directing calls to the appropriate person in the office
- Taking and relaying messages
- Replying to parish email and/or forwarding email to the appropriate person
- Providing information to callers and visitors
- Ensure knowledge of staff movements in and out of the parish
- Monitor visitor access and maintain security awareness
- Preparation and publishing of Parish bulletin as directed
- Provide general administrative and clerical support to the administrative assistant, Ministry leads and others in the office as needed
- Prepares correspondence and documents as directed
- Receives and sorts mail and deliveries as well as prepares outgoing mail
- Organizes conference and meeting rooms
- Monitors and maintains office equipment
- Controls office supplies inventory
- Maintains the reception area in a clean, tidy and welcoming manner
- Other related duties assigned to assist the parish in its ministry

QUALIFICATIONS

- Completion of a High School Diploma with a Diploma or Certificate in Administration an asset
- Minimum one years' experience in a similar role
- Knowledge of administrative and clerical procedures
- Knowledge of computers and relevant software applications (MS Office)
- Knowledge of customer service principles and practices
- Strong organizational and time management abilities
- Strong attention to detail and proofreading skills
- Ability to work independently and as a member of a team

- Familiarity with the Diocese
- Displays a high level of energy and positive attitude towards their work

HOURS OF WORK

3 days/week for 4 hours/day (days/times to be determined by the Pastor)

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Police Information Check (PIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

PHYSICAL DEMANDS

- Constant sitting to complete computer and desk-based tasks
- Constant movements of the neck in all directions required when completing assignments
- High levels of concentration
- Potential exposure to stressful situations such as deadlines, dealing with aggressive or upset individuals, abusive or aggressive phone call, general workload demands
- Occasional lifting to 10 lbs/4.5 kg (i.e. office supply boxes)
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching about shoulders, stooping and bending forward from standing position, carrying of objects

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until **4:00pm on Monday, August 22, 2022**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.