

JOB DESCRIPTION

Updated as of May 12, 2022

POSITION

The west End BIZ is a not-for-profit organization. We are committed to supporting the local business community in the West End. We offer a vibrant, diverse, inclusive, team-oriented work environment. We are currently hiring a part time office assistant. This position supports the operations of the office and the finance & administration department. This role will primarily involve purchasing office supplies, updating electronic/paper files and tracking inventory. Offering flexible working hours this would be a good opportunity for a student looking to gain office experience and learn additional skills.

REQUIREMENTS

- Proficient in Microsoft office: Excel, Word, PowerPoint.
- Strong organizational skills.
- Good written and verbal communication skills.
- Ability to multi-task and prioritize work.
- Attention to detail skill.
- High school diploma or equivalent.
- Enrollment or completion in business administrative assistant college program is considered an asset.

MAIN AREAS OF RESPONSIBILITY

- Maintain computer and manual filing systems.
- Photocopy, scan and print out documents.
- Running errands to the post office, bank and supply store.
- Order office supplies and maintain the supply cabinet.
- Schedule management/staff meetings and record minutes.
- Coordinate repair to office equipment.
- Assist with the organization's furniture and equipment inventory.
- Assist with other tasks including but not limited to count and pack coins collected from boxes.

REPORTING

The Office Assistant reports directly to the Finance and Administration Coordinator. All staff are ultimately responsible to the Executive Director.

HOURS OF WORK / WAGES

Office environment, Seven hours per week. Schedule hours will be the same each week but will initially be determined with the input from the successful candidate. Shifts must be between 9:00 AM and 4:30 PM and a minimum of three hours per shift. Wages are \$15.00 per hour with 4% vacation.

Note: All positions are subject to available funding and funding criteria.

OTHER BENEFITS

Full kitchen and locker provided. Enjoyable and supportive work environment.

TO APPLY

Please submit your cover letter and resume to the West End BIZ by e-mail (susana@westendbiz.ca), or in person at 621 Erin Street, Monday through Friday, between the hours of 9:00 am and 4:30 pm. Only those selected for interviews will be contacted. This posting will remain open until a suitable candidate is selected.