

ADMINISTRATIVE ASSISTANT

Our Lady of Fatima Parish
Coquitlam

Job Description

Our Lady of Fatima in Coquitlam is looking for a full-time Administrative Assistant who will be responsible for a wide variety of administrative duties, including typical secretarial and receptionist duties in addition to more complex functions. Reporting to the Pastor, the Administrative Assistant assists with coordinating functions to ensure the smooth running and day to day operation of the Parish office.

The incumbent is the primary contact and “face” of Our Lady of Fatima Parish and the critical link between the Pastor and the Parish community. As the first point of contact, the incumbent must carry out all duties in a professional, courteous, and efficient manner.

Responsibilities

- Recording, maintaining and preparing various documents (e.g. Sacramental Records, Prayers of the Faithful), the database and calendars;
- Providing office assistance to volunteers and other office staff as needed;
- Answering phone calls and emails in a timely and friendly manner;
- Working with the Paritek and Quickbook systems;
- Attending Parish Pastoral and Finance Council Meetings, and recording the minutes;
- Assisting the Pastor as needed; and,
- Completely other related duties as assigned.

Desired Skills and Experience

- Understanding of and commitment to servant leadership;
- Minimum two years of previous work experience in a similar role. Knowledge of Office Administration;
- Computer proficient with Microsoft Office Suite, in particular Outlook, Word, Excel and Access; be proficient in Quickbooks. Knowledge of Paritek is an asset;
- Excellent verbal and written communication skills, including proper spelling, grammar, and punctuation. French is considered a strong asset;
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision;
- Must meet Safe Environment requirements and protocols;
- Professional, responsive, and positive work attitude, including a dedication to punctuality;

Administrative Assistant
Our Lady of Fatima
June 2018

- Ability to maintain filing systems and basic databases;
- Superior telephone manners and strong interpersonal skills;
- Ability to work in a collaborative manner;
- Initiative in problem solving without constant supervision and must be able to identify issues requiring the Pastor's attention.

Working Environment

- Opportunity to work in a faith based environment;
- The working hours are to be determined by Pastor based on the needs of the Parish;
- Excellent benefits package including an optional pension plan.

Deadline to apply: Open

Please submit a résumé and cover letter with "OLF Administrative Assistant" in the subject line to:

C/O Human Resources Office
Roman Catholic Archdiocese of Vancouver
Email: humanresources@rcav.org
Website: www.rcav.org/employment

Thank you for your interest; only shortlisted candidates will be contacted.