

## **Job Opportunity**

St. Francis de Sales Parish is seeking a part-time receptionist. The receptionist will assist the Pastor and Religious Education Coordinator with assigned front desk tasks. The receptionist will ensure efficient and timely assistance to incoming visitors, direct phone calls, sort mail, type the Sunday bulletin in Publisher, post weekly church donations in Paritek, reply to emails, register parishioners, and other office support as necessary.

## **The successful candidate must have:**

- Administrative ability to organize clearly, be detail oriented, and communicate effectively;
- The ability to deal with confidential information in a professional manner;
- Proficiency in word processing, publisher and excel;
- The ability to multi-task and communicate effectively with parishioners and parish groups;
- A typing ability of 45 wpm desired and confidence in handling multiple phone lines, office traffic, etc.;
- The ability to set up telephone directories and message systems;
- Good interpersonal skills and the ability to work both independently and as a team player.

## **Conditions of Employment:**

- Must meet Safe Environment requirements and protocols.

## **Working environment:**

- Working hours are 8:30 am to noon and 1:00 to 5:00 pm on Monday, and 9:00 am to 12:00 pm and 1:00 to 5:00 pm Wednesday and Friday (The office is closed between noon and 1:00 pm for lunch break);
- Work location: St. Francis de Sales Parish Office at 6610 Balmoral Street in Burnaby;
- Opportunity to work in a faith-based team environment;
- Excellent Benefits package and option to opt into Pension.

Please submit a résumé and a one-page cover letter before August 31, to [parish.sfds@rcav.org](mailto:parish.sfds@rcav.org)