



## **St. Peter's Parish, Nanaimo**

Roman Catholic Diocese of Victoria

*301 Machleary Street, Nanaimo, BC V9R 2G8*

*Email: [gjahelka@rcdvictoria.org](mailto:gjahelka@rcdvictoria.org)*

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### **Receptionist/Secretary**

St. Peter's Parish, Nanaimo is seeking a full-time receptionist/secretary for the parish office. Candidates should have great people skills, work well independently and/or with groups, be flexible, detail oriented and have a general understanding of the Catholic faith. The successful candidate should be proficient with the Microsoft Office Suite.

For a detailed job description please email [gjahelka@rcdvictoria.org](mailto:gjahelka@rcdvictoria.org).

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