

South Winnipeg Community Centre

Job title: Office Assistant (1 Position)

Position Type: Full time (30Hours/week)

Maximum duration: 9 weeks

Canada Summer Job number: # 4604409

Start Date: As soon as possible

Posting Expires on: Open until filled

Contact email: grants@swcc1.ca

Compensation: \$15.30/Hr

Roles and Responsibilities:

- Manage daily office operations, organize and maintain files and records, prepare important documents such as memos, reports, and invoices, and handle incoming and outgoing correspondence with attention to detail.
- Serve as the primary point of contact for visitors and staff. Manage phone calls, email correspondence, schedule appointments, arrange meetings, ensuring efficient planning and coordination.
- Perform basic financial tasks including processing invoices, managing petty cash, assisting with budget preparation, and maintaining accurate financial records.
- Ensure data accuracy, privacy, and security, and perform basic IT troubleshooting.
- Manage and/or Coordinate with SWCC bookings and rentals.
- Manage and monitor programs, events, and activities.
- Other Office related duties assigned by the manager of South Winnipeg Community Centre.

Qualification. Education and Requirements:

- Secondary/post-secondary Education
- Must be fluent in English (written and oral communication)
- Must be patient, able to work in a fast-paced environment.
- Must be aged between 15 and 30 years old on the start date.
- Must have a valid social insurance number (SIN).
- Must be a Canadian citizen, a permanent resident, or a person who has grant refugee status in Canada. International students and other temporary residents of Canada are not eligible.
- Adaptability, communication, problem solving, time management, multi-tasking, technical and analytical skills will be an asset.
- Proficiency in office productivity software (e.g., Microsoft 365).

Please send your resume and a cover letter to grants@swcc1.ca. The position is open until filled.

<https://www.jobbank.gc.ca/jobsearch/jobpostingcsj/40827278?source=searchresults>