

South Winnipeg Community Centre

Job title: Office Administrator (1 Position)

Position Type: Full time (35 Hours/week)

Maximum duration: 9 weeks

Canada Summer Job number: # 4604338

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, ensure efficient planning and coordination.
- Perform basic financial tasks including processing invoices, managing petty cash, assisting with budget preparation, and maintaining accurate financial records.
- Oversee the ordering and maintenance of office supplies and equipment and coordinate any necessary office maintenance or repair work.
- Assist with HR-related tasks such as maintaining employee records, supporting recruitment processes, coordinating staff training sessions and managing staff work schedules.
- Ensure data accuracy, privacy, and security, and perform basic IT troubleshooting.
- Manage vendor relationships and coordinate any necessary repairs or upgrades.
- Oversee specific projects, coordinating between teams, tracking progress, and ensuring timely completion of objectives.
- Manage and/or Coordinate with SWCC bookings, rentals and manage events.
- 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 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.
- 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/jobpostings/j/40827235?source=searchresults>