

## **Office Administrator (full-time)**

### **Anglican Cathedral of St. John the Baptist, St. John's, NL**

The Office Administrator is responsible for the day-to-day operations of the Cathedral Office and assists with the overall administration of the parish. The successful candidate must be capable of working independently and collaboratively. The successful candidate must pass a Vulnerable Sector Check as a condition of employment.

The successful candidate should possess the following skill set:

- Interpersonal skills to represent the parish in the office, on the telephone, electronically and in written correspondence;
- Organizational skills to plan, coordinate, and schedule recurring and special events;
- Maintain efficient and effective office procedures and routines;
- Data management skills to ensure financial and statistical information is received, recorded, and reported as required;
- Basic bookkeeping skills and a working knowledge of Simply Accounting;
- Proficiency with Microsoft Word, Excel, Outlook, and an ability to learn other data management software; and
- Working knowledge or willingness to learn WordPress, Google Docs, Survey Monkey and updating a Web Site, Facebook page and Twitter and Instagram account.

#### Personal Suitability

- Respectful
- Discreet
- Highly organized
- Flexible
- Team player
- Excellent oral and written communication
- Client focus
- Reliable
- Ability to multitask.

This position is conditional on receipt of employment-related funding by the Anglican Cathedral. The successful candidate must be an unemployed EI-Eligible individual.

Resumes should be sent to Archdeacon Roger Whalen, Cathedral Rector by email as PDF files (whalen\_roger@hotmail.com). We thank all candidates for their interest in a career with the Anglican Cathedral. Only applicants who are selected for an interview will be contacted.