

OFFICE MANAGER
ST. MARK'S ANGLICAN CHURCH

Office Manager required for St. Mark's Church, Niagara-on-the Lake, Ontario.

Position Overview:

Reporting to the St. Mark's Corporation, the incumbent is responsible for routine office management, including filing, accurate record maintenance, bulletin and meeting preparation, booking church facilities for all activities, providing support to the Rector and supervision of volunteers.

Education:

Diploma in Office Management, or equivalent, with minimum of three years' experience preferably in a similar setting.

Requirements:

Excellent communication and interpersonal skills. Advanced computer skills and ability to quickly learn new programs. Excellent organizational and time management skills. Self directed and a team player.

Salary:

Commensurate with qualifications and experience.

Submit resume and cover letter by Sept. 20, 2017

To: mrobson@bell.net

subject line: resume

or mail to:

Ms. M. Robson, PO Box 1104, Niagara-on-the-Lake, ON
L0S 1J0

Only those to be interviewed will be contacted.