

Office Assistant (Full-Time)



Join our team:

We have an exciting opportunity for an individual to join our high school office team full-time.

VCS is a school community passionate about Christian education and we are looking for people who will be able to demonstrate their commitment to a Christ-centred life through involvement in a faith community and who understand and support the mission of the school.

Key responsibilities:

As a high school office assistant, you will provide office support, assist with high school events, and provide focused support to the high school principal. In this role, you will embody professionalism, warmth, and exceptional organizational skills.

Responsibilities:

- Provide comprehensive office support, including but not limited to calendar management, screening, and delegation of phone calls, emails, and tasks
- Assist in organizing meetings, including preparation of materials and logistical arrangements
- Maintain digital files and manage information effectively, including participation in special projects as assigned
- Foster a welcoming and helpful atmosphere within the school office, extending courtesy and assistance to students, parents, staff, visitors, and service providers
- Support the preparation of presentations, reports, and other forms of digital communications, both internally and externally
- Collaborate closely with the administration team on high school responsibilities and contribute to the organization of school events as needed
- Serve as a liaison between administration, staff, students, parents and guardians, and the broader community, facilitating effective communication and teamwork

Salary range

\$25.24 - \$27.85 per hour (dependent on education, qualifications, and experience)

Qualifications:

- Ideally, a post-secondary degree or diploma in business administration combined with a minimum of two years of experience in a school administration or professional office setting
- Familiarity with a range of office productivity tools such as Google Workspace and Microsoft Office
- Excellent communication skills, both verbal and written, with attention to detail
- Bookkeeping experience would be an asset
- First-aid certification would be an asset
- Strong organizational and problem-solving skills, with the ability to manage multiple tasks efficiently
- Ability to be flexible, adaptable and view interruptions as opportunities for engagement
- Enjoy helping others to be productive and efficient, relish working in a fast-paced environment and desire to be a cheerful, helpful team member
- Work well in a confidential environment where often complex, sensitive and urgent matters arise, requiring you to exercise sound judgment and empathy

Application:

To express your interest in the high school office assistant position, please forward your

- Cover letter and resume
- Three professional references with e-mails and phone numbers
- Statement of faith
- Any supporting documentation

Please e-mail your application to employment@vancs.org with "Office Assistant" in the subject line.

While we appreciate your interest in Vancouver Christian School, only short-listed candidates will be contacted. Application deadline is **May 31, 2024**.