



Administrative Assistant / Receptionist

Gibsons Public Market is a community project that inspires and supports economic activities in the region. The public market is a destination for Sunshine Coast residents and visitors of all ages where all are welcome to convene and learn, enjoy local food, fresh produce, art and entertainment. The public market provides space for community activities, gatherings, workshops, a marine education centre, a community kitchen and a bistro.

Job description

As the first point of contact, this is an important role in ensuring everyone feels welcome at the public market. Additionally, duties include, but are not limited to administrative support, reception duties, building connections with neighbours and ensuring closing of building protocols are followed. This is a regular part time position for 25 hours/week. From time to time additional hours may be required.

Compensation: \$17/hr

Reports to: Office Manager

Qualifications

- Experience with administrative duties and office equipment
- Knowledge of basic Windows computer programs
- Experience handling payments via Square, cheques and cash
- Strong interpersonal skills
- Excellent written and verbal communication skills
- Responsible for closing the building and ensuring it is secure
- Ability to work independently and exercise good judgement
- Ability to be flexible and assist with in-house programs as needed
- A sense of humour is essential

Assets

- Knowledge of Sunshine Coast and visitor attractions
- Second language, preferably French

Please send cover letter and résumé to admin@gibsonspublicmarket.com by **Monday April 30, 2018**. While we thank everyone for their submissions, only those applicants selected for interviews will be contacted.