

Job Title	Administrative Assistant GCBS + NSMEC
Reports to	Office Manager
Term	Regular Part-Time; Wed-Saturday; variable hours
Wage	Hourly Rate \$18
Job Summary	Administrative support in addition to front desk reception, admissions and sales.

Operated by the non-profit organization Gibsons Community Building Society (GCBS), the Gibsons Public Market is a community hub 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, art and entertainment. The Public Market provides space for community activities, gatherings, workshops, a community kitchen, and a bistro. GCBS also operates the Nicholas Sonntag Marine Education Centre (NSMEC), a 32,000+ litre recirculating aquarium, within the Public Market.

DUTIES

As the first point of contact, the Administrative Assistant position is a key role for both the Gibsons Public Market and the Nicholas Sonntag Marine Education Centre. Ensuring all visitors feel welcome to the Public Market and the Marine Education Centre is a main component of the position. Primary duties include:

Reception & Hosting

- Reception duties; answering and directing phone calls
- Welcoming guests to the public market and the aquarium; answering questions and fielding inquiries
- Ensuring all building procedures are followed during shift including opening/closing of building
- Ensuring atrium and merchant floor areas are tidy and monitoring bathrooms

Administrative Support

- Donor and membership database management
- Preparing, sending and receiving correspondence
- basic tech support including management of TELUS Business connect phone system

Sales

- Promoting and selling Public Market memberships and annual passes to aquarium
- Promoting visitations to the aquarium and collecting entrance fees
- Promoting donation opportunities for both Public Market and Marine Education Centre
- Other point-of-sale activities as required (i.e.: collecting pop-up kitchen payments, rental fees, etc.)

Program & Management Team Support

- Creating and distributing signage as directed
- Supporting activities in the community and commercial kitchens
- Supporting event production and other building activities, including managing weekly live music performances and Gibsons United Church's weekly services
- Other duties as required.



This is a regular part time position of 26 hours/week, Wednesday-Saturday. From time to time we may ask for additional hours.

Qualifications:

- Excellent interpersonal skills with strong customer service orientation
- Intermediate computer skills and comfort with using different technologies
- Intermediate knowledge of google suite, word, excel and powerpoint. Additional computer program/tech knowledge an asset
- Basic (minimum 1 year) administrative support experience (ie. answering phones, document editing and preparation, running large mail merges, mass mail outs, database management, assisting with meeting preparation and event production)
- Experience with cash handling, balancing tills, and using Point of Sales systems (ie. Square)
- Grade 12 diploma or equivalency
- Ability to work independently and exercise good judgement
- Previous experience working in a small team environment
- Ability to be flexible and assist with in-house programs as needed
- A sense of humour is essential; previous experience working in non-profit environments an asset