

## Job Description

<b>Job Title</b>	Administration Assistant
<b>Reports to</b>	Operations Manager
<b>Term</b>	Regular Part-time
<b>Wage</b>	\$18.75/hr
<b>Job Summary</b>	Front desk reception and administrative support for GCBS + GMEC

### Primary Duties

As the first point of contact, the Administrative Assistant position is a key role for both the Gibsons Public Market and 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.

Other duties include:

- Reception duties; answering and directing phone calls
- Facilitating GPM membership program and sales and entrance fees for GMEC
- Providing administrative support to management team
- Program and event support for GCBS and GMEC
- Ensuring all building procedures are followed during shift
- Other duties as required.

**This is a regular part time position of 16-24 hours/week.**

### Qualifications:

- Excellent interpersonal skills with strong customer service orientation
- Intermediate computer skills and comfort with using different technologies
- Basic knowledge of google suite, word, excel and powerpoint
- Experience with cash handling, balancing tills, and using Point of Sales systems (ie. Square)
- 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