

Summer Student Employment Opportunity



Job Title: Administrative Assistant
Location: Enowkin Centre, Penticton, BC
Position Specification: Between the ages of 15-30, inclusively.

Application Deadline: Friday June 28, 2019

The student will assist with front desk reception assistance and other administrative support duties.

Tasks:

- Participate in orientation to EN'OWKIN CENTRE's policies and procedures.
- Answer switchboard for incoming calls and delivery of messages
- Check general voicemail daily or as needed
- Greet guests and/or visitors to the CENTRE and direct to appropriate staff/departments
- Check CENTRE's email and forward to appropriate departments/staff
- Pick up CENTRE's mail daily, record incoming mail and deliver to appropriate departments
- Record outgoing mail and packages and deliver to Canada Post prior to 5:00 pm
- Check fax machine for faxes on a daily basis and distribute and/or post accordingly
- Participate in promotional events for En'owkin in general (e.g., festivals, AGM, ECommunity Tours, conferences, etc).
- Photocopying and filing as required
- Gathering Space, Boardroom and classroom bookings (internally and with outside organizations)
- Continuous support for EN'OWKIN CENTRE programs and subsidiaries during working hours.

Required Education Experience:

- Strong written and verbal communication skills in English
- Intermediate to advanced computer skills are required.
- Must be punctual, reliable, fast learning and able to work independently.

Start Date: Monday July 8, 2019

End Date: Friday, August 30, 2019

Wage Rate: \$13.85/ hour (8-week position)

Contact: EN'OWKIN CENTRE (250) 493-7181, fax: (250) 493-5302 or email: enowkin@vip.net