



CATHOLIC PACIFIC COLLEGE
AT TRINITY WESTERN UNIVERSITY

CPC Employment Opportunity

Application Deadline: July 31, 2024

Apply for position at catholicpacific.ca/employment

Position Available: Administrative Assistant (in-office, not remote work)

Start Date: Approx. September 3, 2024

Hours required: 16 hours per week (Monday to Thursday, 4 hours per day)

Wage range: (dependent upon experience, skills, training, etc.): \$20-25/hour

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General Description: This position involves building management, office responsibilities, bookkeeping (with Quickbooks), interaction with students (and general public), assisting with event planning.

Further Details of Job Activities (not exhaustive):

- Interaction with students and public
 - Reception
 - Welcome and direct any student or general public inquiries
 - Support and assist student leadership team
- Office responsibilities and Bookkeeping
 - Data entry
 - Coordinate office activities, calendars, exams schedules
 - Receive incoming phone calls, emails, invoices
 - Monitor inventory and purchasing of office, kitchen, cleaning and mass supplies
 - Processing donations, tax receipts
 - Quickbooks: Accounts payable/receivable
- Building management
 - Manage overall building maintenance: directing housekeepers, groundskeeper, snow removal
- Event planning assistant
 - Fundraisers and special events
 - Student, staff and faculty socials
 - Open houses, retreats etc.
 - Coordinate priests for daily mass and special events

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