

Volunteer Job Description

Position: Office Support

Location: Gateway Centre for Learning Office

Purpose: Providing general administrative support, reception coverage, and help with office cleaning to ensure that the office functions in an efficient and effective manner.

- a) Greet and direct the general public to the appropriate staff member
- b) Receive, direct and relay telephone messages, faxes, and emails
- c) Receive, open and distribute mail to appropriate staff
- d) Operate standard office equipment such as a photocopier and printer
- e) Book rooms and appointments
- f) Data entry and filing
- g) Maintain a clean and tidy workspace and office
- h) Small projects as assigned

Qualifications:

- Customer service skills
- Software proficiency in Microsoft Word, Excel, Outlook and the Web
- Organized and detail-oriented
- Takes direction well
- Efficient and dependable
- Comfortable working independently and with a team
- Pleasant and helpful demeanor
- Ability to meet deadlines

Commitment: Ongoing. Full or half days, Monday to Friday 8:00 am to 5:00 pm.

Training: Provided

Other: This position works under the supervision of the Member Services Coordinator. For more information, contact Kaylynn Tighe (admin@gatewaycentreforlearning.ca)