



Receptionist / Admin Assistant

Position Summary

The Canadian Baptists of Atlantic Canada (CBAC) is looking for a permanent, part-time Receptionist / Admin Assistant to provide a welcoming, professional, and positive presence from the front desk to our CBAC constituents, visitors and staff. As Receptionist / Admin Assistant, you will be the first point of contact to those who communicate with the office of the CBAC—essentially its ‘face’ and ‘voice’. The foremost responsibilities include: responding to phone enquiries, welcoming guests and greeting people who visit, offering administrative support in general and with some of our departments specifically, coordinating front-desk activities (including distributing correspondence and redirecting phone calls), managing our office printing needs, participating in the yearly CBAC Assembly (Oasis), along with a variety of other tasks as assigned by the Executive Minister’s office. Our ideal candidate will have a compassionate and helpful personality, be able to deal with emergencies in a timely and effective manner while streamlining office operations and executing all administrative tasks to the highest quality standards. Multitasking, flexibility, and organizational skills are essential for this position.

The Responsibility Level of this position is Organizational Support.

This is a 15 hrs./week position, located at the CBAC office in Moncton, NB, reporting to the Administrative Services Manager. Salary to be negotiated.

Key Responsibilities

- Greet and welcome visitors and staff as they arrive and direct them appropriately
- Answer, screen and forward incoming phone calls, and provide basic, accurate information
- Ensure reception area is tidy and presentable, as well as the printer room, including stocking with all necessary stationery and material (e.g. office supplies, forms, brochures)
- Receive, sort and distribute daily mail/deliveries, assist with deposits
- Assist with print and mailings
- Receive annual church reports and input data
- Oasis registration and on-site assistance
- Assist all departments as required
- Update calendars and schedule meetings, maintain records & files

Desired skills & experience for a preferred candidate

- 2 - 5 years related experience
- Positive, pleasant, courteous, friendly demeanor, professional attitude
- Good understanding of office administration and basic bookkeeping practices, proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. printers, multi-line phones, postage machine, etc.)
- Strong interpersonal skills; solid written and verbal communication
- Detail oriented, proven ability to prioritize tasks and time-management
- Ability to be resourceful and proactive when issues arise
- Collaborative, strong accuracy and attention to detail, excellent organizational skills, team player, high degree of discretion and confidentiality, can prioritize & coordinate multiple projects, work independently, teachable

- Evidence of a Christian conversion; demonstrated life lived in keeping with biblical standards through local church involvement;
- **Minimum requirements:** Business College Office Administration or Administrative Assistant diploma, though a combination of experience and education will be considered

The candidate must:

- Be willing to sign the Covenant of Christian Workers document a confidentiality document and a Conflict-of-Interest document as conditions of employment and be in alignment with the mission and ethos of the CBAC
- Understand that the interviewing process will include background/reference checks & may include pre-employment assessments.

About Canadian Baptists of Atlantic Canada (CBAC)

The CBAC is a ministry partnership of more than 450 Canadian Baptist churches and associations in the Atlantic Provinces with the vision to join God in our neighbourhoods. This partnership, formed over 100 years ago, has resulted in impactful ministry far beyond our size through our organizations such as Crandall University, Acadia Divinity College, the Baptist Foundation, and others as well as overseas through CBM. The CBAC supports and resources our churches and their leaders to live and share the Gospel directly through the development of ministerial standards of practice, certification programs and by providing face-to-face networking opportunities, leadership development, conferences, encouraging innovative ministries, responding to crisis and so much more. We are a non-profit charity associated with Canadian Baptists across Canada.

How to apply: Those interested in applying are invited to contact CBAC ***only by the following method:*** *Email your resume specifying how you meet the required skills and experience and include at least three reference contacts with telephone numbers and email addresses (no reference letters will be accepted) to: wendy.jones@baptist-atlantic.ca*

Important note: To ensure that your resume is successfully submitted, please include all relevant documents together in ONE document and use a unique file name such as "yourname.pdf". *For security reasons we will only accept PDF files.* ***Please also include the job title in the subject line of e-mail submissions.***

Deadline for Resumes: If you are interested in applying for this position, your resume should be received by end of business day (5:00 pm), Friday, May 9, 2021. For selected candidates, interviews will be conducted by the end of May for a June start.