



## ADMINISTRATIVE ASSISTANT

### Full Time

### Elementary School Office

### Desired start date of August 21, 2020

The Bridge Educational Society (BES) is seeking an Administrative Assistant to support the administrative operations of the Okanagan Waldorf School. The Administrative Assistant is responsible for the daily support of all areas of the administration office, including marketing and communications, admissions, finances, and the Early Years Centre.

### REQUIREMENTS

- Proven experience as an administrative assistant
- A clear criminal record check
- Current CPR/First Aid or the ability to gain certification within 60 days of start date
- Ability to lift 75lbs
- Knowledge of office management and procedures
- Proficiency in MS Office and Google platforms
- Excellent time management skills and the ability to prioritize work
- Creative, enthusiastic, dynamic
- Punctuality and reliability to meet all scheduled shifts and meetings
- Ability to adapt and respond to changing conditions and priorities with a positive attitude
- Excellent written and verbal communication skills
- Work collaboratively with colleagues
- Strong organizational skills with the ability to multi-task
- Administrative Assistant Diploma/Certificate; Degree in Business Administration preferred
- Knowledge of school management and filing; MyEd BC software and Registrar protocols preferred

BES offers competitive wages and a nourishing work environment with a supportive and proactive communication policy. We are currently a WECAN developing school and an AWSNA associate school.

### TO APPLY

Interested candidates should respond immediately with the following:

- Cover letter
- Resume
- Current applicable certifications/licenses
- Three references

to:

BES Hiring Committee:

[info@okanaganwaldorfschool.org](mailto:info@okanaganwaldorfschool.org)