

Administrative Assistant Job Description

Heartland Alliance Church is seeking a person who has excellent interpersonal, technological, and communication skills and demonstrates an ability to successfully engage with staff, congregation members, and members of the local community. This position will be part of the Administrative Team, reporting to the Administrative Manager, with a focus on reception and assigned admin tasks.

The right candidate will:

- Have a thorough knowledge of and be proficient in using Microsoft software - Outlook, Word, Excel, OneDrive, Teams, etc.
 - A general knowledge of Planning Center, Canva, and Basecamp platforms preferred (but not required)
- Demonstrate exceptional problem-solving skills
- Be able to set priorities, manage their own tasks, ensure timely communication, meet deadlines
- Be approachable, patient, and have strong communication skills with staff, congregation, and community members
- Be comfortable with frequent interruptions to their workday
- Have experience working in hard copy and electronic versions of organizational structures (filing paperwork, computer filing systems, etc.)
 - A general knowledge of commercial office printers preferred (but not required)

Hours

- 40 hours/week
- Full days, 8:30 am – 4:30 pm, Monday and Friday

Experience

- A minimum of 2 years' experience in reception and administration is required
- Post-secondary education in the field of administration preferred (but not required)

Please submit a cover letter, resume, 2 professional references, and 1 personal reference to hr@heartlandalliance.ca.