



General Office Assistant

Full-time, salaried position | Huntsville, Ontario, Canada

Role Summary

To support the ministries of Muskoka Bible Centre in the areas of Office administration by maintaining processes and systems. This role will work closely with the Front Office Manager, and Group Bookings Coordinator.

Requirements

- Able to organize and maintain administrative systems such as registrations, answering phones, assisting guests and other tasks as required.
- Able to work in a fast paced environment.
- Able to communicate well by email, phone, and in person.
- Previous office experience is an asset.
- An understanding and support of the statement of faith held by MBC. This statement can be found at: www.muskokabible.com/about/statement-of-faith

Core Accountabilities

- **Administration** – Proficient with various computer programs and registration software, documentation, maintain confidentiality,
- **Communication** – Confidently communicate with guests, staff, departments, by various means

Compensation

Pay is competitive within the non-profit sector of our size and commensurate with experience and qualifications.

How to Apply

Please email your cover letter, resume and references to Kathy Berg, Guest Services Director at kathy.berg@muskokabible.com