



General Council of Winnipeg Community Centres Part-Time Administrative Assistant

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Are you the next great addition to our organization? Do you love to organize, work with data, and learning new tasks? As a member of this team, you will support our not-for-profit organization, work closely with members of Community Centre boards and the public.

GCWCC's primary purpose is to function as the central resource for all City of Winnipeg Community Centres and to facilitate cooperation and communication among the volunteer boards, and between the Community Centres and City administration.

Conditions of Employment:

- Must be legally entitled to work in Canada
- Must provide and maintain a satisfactory Criminal Record Check.
- Must have the ability to work evenings and weekends as required.

Part-Time Administrative Assistant

Reporting to the GCWCC Executive Director, the Administrative Assistant supports our team and community centre volunteers & employees. You will manage company information in a central location by completing a range of clerical tasks, as well as basic customer service responsibilities, bookkeeping, and data reporting.

On any day of the week, you may perform the following tasks:

- Greeting visitors and accepting deliveries
- Monitoring email and regular mail.
- Monitoring/follow-up for Community Centre accountability items,
- File maintenance
- Preparation/follow-up of GCWCC invoices
- Assist with bi-weekly payroll using Payworks, as assigned
- Perform accounts payable/receivable tasks using Sage 50, as assigned
- Reconcile petty cash and credit card transactions (disbursements & accountability)
- Monitoring and purchasing of office/kitchen supplies
- Day-to-day clerical/admin tasks, reporting, and grant support
- GCWCC's annual "Urban Green Team" application to the province
- Attending meetings, minute taking and distribution
- Support bi-weekly communication/newsletter

Qualifications:

- Some administrative experience preferred.
- Strong communication skills, both verbal and written
- Strong phone/customer service skills
- Basic bookkeeping experience
- Strong computer skills (Microsoft Office, Contact Management Database experience preferred)
- Excellent time management skills and the ability to multi-task effectively.
- Have excellent attention to detail and high-level accuracy
- Knowledge of Sage Accounting system is an asset.
- Bilingualism (English and French) is an asset.

Part-Time (20 hours per week), permanent

Some evenings and weekends may be required

We follow the Manitoba Public Health Orders

Required to be fully vaccinated

Flexible schedule available

Benefits, and parking

Part Time: \$22,000 to \$25,000

Send a covering letter and resume to office@gcwcc.mb.ca by November 15, 2021