

**Fraser River Discovery Centre
ADMINISTRATIVE ASSISTANT JOB POSTING**

The Fraser River Discovery Centre (FRDC), in New Westminster BC, is an interpretive centre and not-for-profit organization that presents stories of the living, working Fraser River and their contributions to the life, history, and future of British Columbia. Through exhibits, education programs, and special events. The Centre is currently seeking an **Administrative Assistant** to join our small, dynamic team of staff, contractors, and volunteers

SUMMARY

Reporting to the Executive Director through the Operations Manager, the **Administrative Assistant** is responsible for promoting awareness of the Fraser River Discovery Centre's exhibitions, programs, services, and special events; assisting in the planning and development of special events; assisting with daily opening and closing procedures and occasional exhibit maintenance; front desk reception including welcoming visitors, answering public inquiries, managing phone lines, collecting fees for programming, rentals, donations and admission; assisting in gift shop operations; receiving and distributing of mail and parcels; and maintaining the safety and security of FRDC facility, contents, and visitors and reporting building maintenance needs.

RESPONSIBILITIES

- Perform front desk reception duties including greeting and answering visitor inquiries, managing phone lines, recording stats, supervising the gift shop and processing cash register sales
- Maintain gift shop operations including inventory, care and maintenance of items, researching creative and fun display ideas and ways to promote the Discovery Shop
- Provide general communications and public relations support for the FRDC education programs, exhibits, and special events
- Perform occasional exhibit and building care and maintenance, including daily opening and closing procedures
- Maintain the safety and security of the FRDC exhibits and facility for all visitors, staff, and volunteers.
- Report all maintenance issues to the Operations Manager.
- Maintain FRDC's high standard of customer service at all times
- Perform other related duties as required

REQUIRED QUALIFICATIONS

- Grade 12 graduate, including computer skills, business education, office machines, and secretarial courses
- Minimum 1-2 year office experience and working knowledge of retail shop procedures
- Attention to detail, strong organizational and time management skills with the ability to multi-task, prioritize and adapt easily to shifting and/or conflicting deadlines
- Proven customer service skills and enjoys working with the public
- Excellent interpersonal and communication skills, both verbal and written
- Interest/courses/experience in marketing and/or business administration
- Excellent proficiency using Microsoft Office Suite and other computer skills
- Experience of cash handling and retail procedures
- Knowledge of First Aid would be an asset
- Experience working with volunteers and in the non-profit sector is desirable
- Language of work: English. Second language an asset
- Criminal record clearance required

HOURS:

- Training Dates: Mar 13 – 17 and/or April 10 – 14 (Tues-Sat; 9:45am-4:15pm)
- Part-time, Temporary: April 17 to May 31 (4 hours a day, Wed-Sat; 9:45am to 1:45pm)
- Part-time, Temporary: June 1 to August 31 (6 hours a day, Wed-Sun; 9:45am-4:15pm)
- Part-time, Permanent: From September (4 hours a day, Wed-Fri; 9:45am to 1:45pm & 6 hours on Sat from 9:45am-4:15pm)
- Flexible to cover sick days, vacation, rentals, weekends and/or evening shifts

RATE: \$13.00/ hr plus 4% in lieu of vacation

START DATE: ASAP

APPLICATION DEADLINE: March 23, 2018

To apply, please email résumé and cover letter in confidence to:

Stephen Bruyneel, Executive Director

Fraser River Discovery Centre, 788 Quayside Drive, New Westminster, BC V3M 6Z6

Email: sbruyneel@fraserriverdiscovery.org

We thank all applicants for their interest; However, only those selected for an interview will be contacted.