

Secretary (Pay Rate: depending on experience)

We have an opportunity for a motivated individual to join **Vancouver Chinese Presbyterian Church**, located in the Oakridge area of Vancouver, BC. You will be working in a new building located at Cambie Street and West 45th Avenue, with easy access to rapid transit. The expected start date is May, 2023.

Responsibilities

- Manage all daily, monthly, and annual office administrative duties
- Manage all reception duties
- Copy, scan, and file documents
- Update church website
- Assist in the preparation of presentations and reports
- Assist in producing and translating forms and documents in English and Chinese
- Assist in banking and post office duties
- Attend church events as required
- Ability to take on more duties as required

Requirements

- Have strong computer skills and proficient with Word, Excel and PowerPoint
- Have strong written and verbal communications in English and Chinese
- Be organized and detail-oriented
- Ability to work efficiently and independently
- Ability to take on more responsibilities and grow in the job
- Post-secondary education is preferred
- Minimum 1 year of office experience preferred

Remuneration and Hours of Work

- Remuneration commensurate with education and experience
- Will be starting on a part-time basis of 4 hours per day, 5 days a week with additional hours when required
- It may lead to a full time position

Send application to: accounting@vancpc.ca

Please submit a cover letter with wages expectation and bilingual resume with the subject line "Secretary position application". We thank all applicants in advance for their interest in the position. However, only candidates selected for an interview will be contacted.