

We are searching for an Administrative Assistant with a passion for the arts.

Is that you? Want to join the Circus?

CircusWest is a non-profit society that has been teaching and performing circus arts in Vancouver since 1984. We are looking for someone who totally gets the admin support role. Attention to detail is essential. Ability to respond before anybody else even knows a response is needed is vital. Strong computer and interpersonal skills are required. Self-direction and task discipline is critical.

The Administrative Assistant provides administrative support and coordination to senior management, interacts with parents, participants, staff, volunteers, suppliers and the public at large, and carries out front line administrative duties, communications and client relations on behalf of CircusWest.

The basic tasks:

- General reception and clerical duties;
- data entry;
- relief program support;
- Inventory / retail sales; payments processing;
- reports and updates to support operational and governance decision-making;
- Updating calendars and schedules;
- Event bookings for parties, school groups, private training and corporate events
- Supporting event planning and shows.

The basic skill set:

- Strong interpersonal, written and spoken communication skills
- Excellent computer skills, word processing and data entry - experience with e-registration systems or CRM/ERM software an asset;
- Exceptional attention to detail and task discipline;
- Ability to work independently and self-directed, within a team environment
- Ability to organize, multi task, prioritize issues and plans and perform in a multi-dimensional, constantly shifting workspace

Administrative Assistant

CircusWest Performing Arts Society

Deadline: 9am July 24, 2017

Permanent Part Time, approximately 20-30 hrs per week

SALARY: \$13-18/hour

Scheduling includes weekends and evenings. Summer hours will be daytime. Additional hours in May for our annual show. There is some flexibility in hours. Scheduled hours include Sunday, Monday and Tuesday.

HOW TO APPLY:

Applicants should email cover letter, resume and references with their contact information to: vkangas@circuswest.com Please include Administrative Assistant in the subject line.

APPLICATION DEADLINE: 9am July 24, 2017

www.circuswest.com