

Dalhousie Food Cupboard is a busy community food bank located in central Ottawa. We are looking for a **part-time** Administrative Assistant to help our busy Coordinator manage the office and perform miscellaneous other tasks. The ideal candidate has good office skills, is flexible, resourceful, organised, a problem solver, discreet and comfortable around people from various cultural backgrounds.

JOB DUTIES

The Administrative Assistant reports to the Coordinator and has the following responsibilities:

- Handling general correspondence - memos, emails, letters
- Answering telephone
- Creating and maintaining filing systems
- Data entry
- Keeping Coordinator updated on food supply levels
- Miscellaneous other duties such as supporting volunteers and running occasional errands

SKILLS AND QUALIFICATIONS

- High School Diploma or equivalent
- 1-2 years previous office experience
- Proficiency in MS Office Word and Excel
- Good interpersonal, oral and written communication skills
- Well organised and detail focused
- Valid driver's license.
- Bilingualism an asset
- Discretion required

We offer 15 hours of work a week at a competitive rate, and 2 weeks annual leave. Please forward your CV to dalhousiefoodcupboard@gmail.com by January 16, 2019. We thank you for your interest. Only candidates who are called for an interview will be contacted.