



Employment Opportunity

OFFICE ADMINISTRATOR

Holy Redeemer Parish

796 Eyer Drive Pickering, ON L1W 3C2

Full time (35 hours per week)

Target Hiring Salary: \$43,000 - \$48,000

Overview:

Holy Redeemer Parish is seeking a full time Office Administrator to ensure the efficient operation of the parish office. This position is responsible for providing a full range of secretarial and related office services, including some bookkeeping responsibilities. The position works independently in responding to inquiries from parishioners and the Archdiocese of Toronto and provides day-to-day guidance and group leadership to office staff, volunteers, students and the Parish Ministry Co-ordinators, as required. Being the initial window to the parish as a whole, it is crucial that the Office Administrator has a welcome and cheerful disposition and handle all visitor and telephone requests politely.

Responsibilities:

- Handle reception duties by courteously greeting visitors and walk-in traffic
- Answer telephone calls in a professional manner and appropriately respond to inquiries or redirect calls and exercise great respect for discretion and confidentiality
- In coordination with the pastor, lead the effort to make better use of technology in the parish office
- Maintain and update Parish Database
- Assist with parish accounting – the input of contributions on a weekly basis and preparing tax receipts for the year
- Establish and manage electronic document management system
- Coordinate scheduling of part time office staff and collection counters
- Coordinator scheduling of Parish Ministry events
- Order supplies for the parish, as needed
- Maintain in strict confidence all confidential information obtained by virtue of your job position
- Other duties, as required

General Requirements:

- College diploma in office administration or equivalent work experience
- Minimum of 3-5 years working in an office environment; experience in a parish is an asset
- Ability to honour and maintain confidentiality
- Superior interpersonal and service-oriented skills
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office 365 (Excel, Word and Outlook)
- Proven ability to prioritize tasks and organize work efficiently including, including maintaining effective record-keeping systems

- Ability to draft correspondence, minutes, and/or reports
- Ability to handle multiple concurrent activities and competing priorities effectively
- High degree of attention to detail and strong organizational skills
- Capable of working both independently and as part of a team
- Available to work at the office, in person, Monday to Friday during regular business hours
- May be required to work on certain weekends and holidays
- A faith-based understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- Must be legally entitled to work in Canada
- A criminal background check will be required of the successful applicant

Benefits:

This role is eligible for:

- 3 weeks of annual vacation upon hire
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long Term Disability, and Employee and Family Assistance Program)
- Defined Benefit pension plan after 3 months with a 1%, 2% or 5% contribution match
- Access to family-friendly policies including Maternity/Parental Leave top-up benefits and paid sick days which can be used for family caregiving due to emergency or sickness
- Reimbursement for professional designation/membership fees and continuing education
- Paid annual retreat days and moving days

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Colman Mruma** at cmruma@archtoronto.org. Deadline for receipt of applications is **September 30, 2024**. We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.