



## The Calgary Chinese Elderly Citizens' Association

### **ADMINISTRATIVE ASSISTANT (Full time, 37.5 hours per week)**

The Calgary Chinese Elderly Citizens' Association is a charitable organization established in 1985, provides a supportive environment aimed to enhance the well-being of Chinese older adults and their integration into the Canadian society.

#### Responsibilities:

1. Perform reception duties such as greeting customers, answering enquiries (walk in, phone and email), and supervising volunteers at reception desk.
2. Take care of events and course registration and fees collection
3. Perform members' registration and renewal, update and manage membership database and prepare reports on a regular basis.
4. Perform other administrative duties such as preparing notices, writing desk manual, filing, data entry, supplies ordering, inventory update, room booking, attendances etc.
5. Prepare weekly newsletter and send to various media for publishing, and updating event and agency information to website, Facebook and other social media
6. Assist in membership database management
7. Assist in venue set up for Centre based programs and drop in activities
8. Perform simple accounting duties such as daily contribution report and bank deposits
9. Assist in compiling courses and events statistics for reporting
10. Assist supervisor in project coordination
11. Assist in the daily maintenance of the building, to ensure the Centre is safe and clean at all time
12. Require working on weekends (Saturday)
13. Any other duties as assigned from time to time

#### Qualifications and Skills:

- Post-secondary education
- Experience in senior services and reception duties are preferred
- Excellent communication and computer skills
- Chinese word processing skill will be an asset
- The job holder must be a team player and regular communication on problems and suggestions should be made to supervisors and co-workers to ensure better service to members and smooth operation of the Organization
- Proficiency in written and spoken English and Chinese (Cantonese/ Mandarin)

Please submit resume and cover letter to: Elaine Ogada, email: [elaine.ogada@cceca.ca](mailto:elaine.ogada@cceca.ca) on/before October 11, 2024. We would like to thank you in advance for your interest in this position as only candidates selected for interview will be contacted.

