



CCM Canada Vancouver Centre Administrative Assistant

CCM Vancouver Centre is one of five urban mission centres under CCM Canada. Our mission is “Bringing People to Christ and Building Up God’s Followers through Holistic Care.” Ministry focus: “Bring the church to the people, and then bring the people back to the church.” CCM Centre seeks to live out the Christian faith by caring for the people’s needs. Services are provided for all ages and for different groups of people with needs. For information on CCM Canada & the CCM Centres, please visit the website: www.ccmcanada.org.

Location: CCM Vancouver Centre - Burnaby Office

Nature of Work: Part-time (8 hours, work on Saturday), work with the Centre Admin. team to manage the overall operation of the CCM Burnaby Centre, assist other ministry’s administrative work

Report to: Centre Administrative Manager

POSITION REQUIREMENT:

The candidate must understand and support CCM Canada’s mission and faith statements, and is determined to serve local Christian churches, organizations, and the community at large.

RESPONSIBILITIES

1. Work as receptionist including answering the phone and in-person enquiries, program registration, fees collection and other related tasks.
2. Implementation of centre’s rules and regulations for services participants.
3. Manage reception areas, including keeping the area clean, arranging publications, newspapers, leaflets and posters, etc.
4. Other duties as and when required

QUALIFICATIONS: Secondary school level

SKILLS AND EXPERIENCE REQUIRED:

1. Good interpersonal and administration skills
2. Good command of Cantonese, Mandarin, and English
3. Familiar with the use of common computer software, online platforms, and social media

Interested applicant, please send resume/application letter to ccm@ccmcanada.org before July 8, 2022. Only selected candidates will be contacted for interviews.