



Harvest City  
CHRISTIAN ACADEMY

# WE ARE HIRING

## POSITION: Administrative Assistant

25-30 hours/week Monday - Friday

- ✔ Administrative Experience with ability to navigate Microsoft Office and a variety of data-based programs with accuracy
- ✔ Strong interpersonal and relational skills
- ✔ Skillful written and oral communication skills
- ✔ Ability to multi-task, working independently and as part of a team
- ✔ Experience with accounting
- ✔ Effective time management skills and able to work under tight deadlines

**APPLY NOW**

Position officially begins mid August  
On-Site training for 2-3 weeks in May/June  
Email [Kathleen.Christoffel@hccmail.ca](mailto:Kathleen.Christoffel@hccmail.ca)

