



Office Administrator

The Position:

Reporting to the Executive Director, the Office Administrator is the first point of contact for all visitors to KCMS. Attention to detail and a customer facing approach will assist the ideal candidate in working both independently and as part of a team in a task-oriented environment. In addition to regular interactions with our student families, the Office Administrator completes all book keeping tasks and provides administrative support to our Faculty and Administration Team colleagues.

General Duties:

1. First point of contact including email, phone, and reception duties
2. Direct student enquiries to teachers and update waitlists
3. Process student registrations and fee collection using Filemaker Database and Sage 50 accounting software
4. Sage 50 accounting software: accounts receivable/payable, journal entries, bank transactions, staff and contractor payroll/remittances, monthly/annual financial reports.
5. Administrative support to the Executive Director, Artistic Director, and Faculty
6. Maintain website and creates marketing materials for programs and events
7. Order janitorial and office supplies as required.
8. Other duties as assigned.

Qualifications:

Good working knowledge of:

- Sage 50 Pro Accounting Software
- Microsoft Office (Word, Excel, Outlook, Publisher)
- Google Suite (Gmail, Docs, Sheets, Forms etc)
- Social Connection platforms: Slack, Zoom, Skype
- Social Media (Twitter, Facebook, Instagram)
- Database management (FileMaker)
- Wix website management software

Type of employment:

Continuous. 48 paid weeks per year. Off at Christmas (2 weeks), Spring Break (2 weeks) and Summer (4 weeks)

Hours per week: 28

Deadline to apply: June 17, 2022

Please submit your resume to our Executive Director, Lucy Benwell, at execdir.kcms@shaw.ca.