

GENERAL SECRETARY

GENERAL DESCRIPTION: Responsible for providing secretarial and related office services for the staff of St. Therese Institute of Faith and Mission.

MAIN JOB TASKS AND RESPONSIBILITIES:

- prepare and manage correspondence, reports and documents
- organize and coordinate meetings, conferences, travel arrangements
- take, type and distribute minutes of meetings
- implement and maintain office systems
- maintain schedules and calendars
- arrange and confirm appointments
- organize internal and external events
- handle incoming mail and other material
- set up and maintain filing systems
- set up work procedures
- collate information
- maintain databases
- communicate verbally and in writing to answer inquiries and provide information (telephone and email)
- liaison with internal and external contacts
- coordinate the flow of information both internally and externally
- operate office equipment
- manage office space
- manage petty cash
- bookkeeping and general accounting

EDUCATION AND EXPERIENCE

- knowledge and experience of relevant software applications (eg. MS Office, Quickbooks)
- processing, and database management
- knowledge of administrative and clerical procedures
- knowledge of business principles
- proficient in spelling, punctuation, grammar and other English language skills
- proven experience of producing correspondence and documents
- proven experience in information and communication management
- proficient keyboarding skills

KEY COMPETENCIES

- verbal and written communication skills
- attention to detail
- confidentiality
- planning and organizing
- time management
- interpersonal skills
- customer-service orientation
- initiative
- reliability
- understanding, appreciation and respect for the mission, vision and goals of St. Therese Institute of Faith and Mission and the Catholic faith

If your profile fits the above description, and you want to build an organization for the future whose purpose it is to have a significant impact on the lives of those attending, please apply in confidence to:

**Executive Director
St. Therese Institute
P.O. Box 310, 650 Ursuline Ave.
Bruno, SK, Canada, S0K 0S0
excdirector@sttherese.ca**

www.StTherese.ca