

JOIN US

We Are



HIRING

ADMINISTRATIVE ASISSTANT **(Full-time, 37.5 hours/week)**

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

Responsibilities

- Perform reception duties including answering phones, responding to inquiries, registrations, appointments, and fee collection
- Perform administrative duties such as word processing, data entry, notices, supplies ordering, equipment upkeep, inventory lists, room booking, and setup
- Supervise volunteers to ensure quality and efficient services
- Assist in daily facility operations and maintenance to ensure a safe and clean environment
- Assume administrative coordination duties when supervisors are on leave, as assigned
- Assist in organizing programs, events, and activities
- Prepare weekly newsletters and distribute to media and stakeholders
- Update website, social media, and agency information
- Assist with membership database management
- Compile course and event statistics for reporting
- Assist with cash handling, verify and reconcile supporting documentation for expenses
- Prepare and issue charitable tax receipts in accordance with established procedures
- Support bookkeeping, financial administration, budgeting, reporting, audit, compliance and related tasks
- Perform other duties as assigned
- Require to work on Saturday

Qualifications

- Minimum two years of office administration experience
- Bookkeeping experience and proficiency with related systems considered an asset
- Fluency in spoken and written English and Chinese (Cantonese and Mandarin)
- Strong organizational skills, attention to detail, and ability to meet deadlines
- Proficiency in Microsoft Office applications
- Chinese word-processing skills are considered an asset
- Starting salary from: \$19 per hour

Kindly submit your resume and cover letter to Elaine Ogada at elaine.ogada@ccea.ca until a suitable candidate is identified. We appreciate your interest in this position, and only those candidates selected for an interview will be contacted. We thank you in advance for your application.