



## The Calgary Chinese Elderly Citizens' Association

### ADMINISTRATIVE ASSISTANT Canada Summer Jobs (8 weeks, 35 hrs per week)

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

#### Responsibilities:

- Perform reception duties such as greet customers, answer enquiries (phone and email), course and events registration, and fee collection
- Perform other administrative duties such as
  - prepare notices and desk manual, filing, data entry and client surveys
  - update center's notice board and TV news announcement
  - keep inventory of office supplies, and update the inventory list
- Assist in supporting Centre' drop in activities.
- Perform other duties as assigned by supervisor
- The job holder must be a team player and regular communication on problems and suggestions should be made to supervisors and co-workers to ensure better service to members and smooth operation of the Association
- Require working on weekend when needed

#### Qualifications:

- Youth or Current student of post-secondary education
- Current studies in Human Service, Social Work or related discipline
- Excellent interpersonal and communication skill
- Caring and empathetic in a professional, mature manner
- Multi-tasking with tight deadlines yet attention to detail
- Proactive and willingness to learn Proficiency in Microsoft Office
- Fluency in speaking and writing English and Chinese (Cantonese and Mandarin)
- The Government of Canada funded this job through the Canada Summer Jobs program. You must be aged between 15 and 30, and legally entitled to work in Canada (a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment)
- International students are not eligible.

Please submit resume and cover letter to: Elaine Ogada, email: [elaine.ogada@cceca.ca](mailto:elaine.ogada@cceca.ca) on or before May 26, 2023. We would like to thank you in advance for your interest in this position as only candidates selected for interview will be contacted.