The Christian Broadcasting Associates, Inc. Scarborough, ON, Canada

Compensation **$15 Hourly**

Benefits Offered **Dental, Life, Medical**

Employment Type **Full-Time, in office**

**Why work Here?**

“Small office with great staff and good benefits. A family atmosphere where we start each day with prayer”

**Administrative Assistant/Receptionist**   
The Christian Broadcasting Associates, Inc. (CBA) is seeking a detail-oriented individual to join our administration team. The Administrative Assistant/Receptionist will provide excellent customer service to our partners over the phone, process donations, order merchandise, and perform research on accounts as requested.

Successful candidates will have a **minimum of 2 years of experience** in an office environment that includes an intermediate working knowledge of Microsoft Office 365 including Excel, Word, and Outlook. Also extremely high attention to detail and the ability to prioritize and meet tight deadlines. You will be working in a fast-paced, time-sensitive environment, strong time-management and organization skills will be needed.

**Main Responsibilities:**

* Support Senior Managers with administrative needs
* Incoming/Outgoing calls to partners
* Process donations
* Partner Correspondence
* Responding to partner inquiries
* Manage multiple priorities in an energetic, fast-paced environment
* Communicate effectively both verbally and in writing with other teams
* Maintain a clean and organized workspace
* Other duties as required

**The successful candidate will have the following qualifications:**

* Minimum of 2 years of previous experience in an office environment.
* Excellent phone etiquette, as well as oral and written communication skills.
* Interpersonal skills using tact, patience, and courtesy.
* Ability to work under pressure and meet deadlines.
* Ability to work independently and as an effective team member.
* Personal commitment to excellence and the ability to function effectively in a fast-paced environment.
* Strong organizational skills with attention to detail.
* Good command of the English language.
* Ability to work independently and show initiative.
* Goal-oriented, energetically focusing efforts towards meeting priority objectives.
* An Intermediate working knowledge of Microsoft Office 365 including Excel, Word, and Outlook. A test will be given.
* Protect the information and identities of our partner.
* Experience with Salesforce CRM is an asset.
* Exceptional team player with the ability to work in cross-functional teams including donors, and internal staff.
* Demonstrated commitment to The 700 Club Canada’s principles of faith, mission and values. [www.700club.ca/statement-of-faith](http://www.700club.ca/statement-of-faith)

**Job Type:** Full-time

**Salary:** $15.00 /hour

**Application Deadline:** September 30, 2021

**Company:** The Christian Broadcasting Associates, Inc. (The 700 Club Canada)

**Contact Person:** Edith Okanlawon

**Email:** Eokanlawon@700club.ca

**Location Address:**

680 Progress Ave #2

Scarborough ON M1H 3A5

**Phone:** 416. 439.6411

If you are interested in this role, **please forward your resume in Word format** to [Eokanlawon@700club.ca](mailto:Eokanlawon@700club.ca)

Visit our website for more information <https://700club.ca/employment/>

**We thank all applicants in advance and advise that only those who are selected for an interview will be contacted.**