

The Christian Broadcasting Associate, Inc. North York, ON, Canada

Compensation **\$18 Hourly**
Benefits Offered **Dental, Life, Medical (Full-Time employee)**
Employment Type **One Full-Time and One Part-Time position available**

Why work Here?

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

Donation Processor

The Christian Broadcasting Associates (CBA), also known as The 700 Club Canada, is seeking a detail-oriented individual to join our administration team. The Donation Processor will provide excellent customer service to our partners over the phone, maintain multiple spreadsheets, 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 Office360 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:

- Donation Processing – EFT and Credit Card
- Process mail remittances received
- Partner Correspondence
- Maintains database by entering new and updated customer and account information
- Incoming/Outgoing calls to partners
- Responding to partner inquiries
- Provide high-level support to departmental members as required
- 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:

The ideal candidate will be able to verify and correct existing data, update and develop new and existing data and be comfortable working independently with large amounts of numerical and written data.

- Minimum of 2 years of previous experience in an office environment.
- An Intermediate working knowledge of Microsoft Office360 including Excel, Word, and Outlook. A test will be given.
- Ability to manage multiple spreadsheets simultaneously with a high degree of accuracy and attention to detail.
- Experience with Salesforce CRM is an asset.
- Strong organizational skills with attention to detail.
- Good command of the English language.
- Update data in appropriate databases in an accurate and timely manner
- Excellent phone etiquette, and oral and written communication skills.
- Ability to work under pressure and meet deadlines.
- Process and resolve data inquiries by searching for and reviewing the databases.
- Interpersonal skills using tact, patience, and courtesy.
- 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.
- Previous Excel experience is mandatory.
- Ability to work independently and show initiative.
- Exceptional team player with the ability to work in cross-functional teams including donors, and internal staff.
- Goal-oriented, energetically focusing efforts toward meeting priority objectives.
- Demonstrated commitment to The 700 Club's principles of faith, mission, and values.
www.700club.ca/statement-of-faith

Job Type: Full-time

Salary: \$18 /hour

Application Deadline: March 29, 2024

Company: 700 Club Canada

Contact Person: Edith Okanlawon

Email: Eokanlawon@700club.ca

Location Address:

251 Consumers Rd Ste 910

North York ON M2J 4R3

Phone: 416. 439.6411

If you are interested in this role, **please forward your resume in Word format** to Eokanlawon@700club.ca

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

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