

PART TIME OFFICE ASSISTANT OPPORTUNITY



Thunder Bay Christian School (TBCS) is currently accepting applications for a Part-Time Office Assistant to join our team. The Office Assistant dutifully and confidentially assists the Office Manager, Finance Manager and Director of Operations with day-to-day operations to achieve organizational efficiency.

Other job responsibilities and job qualifications include:

- Warmly greeting and assisting students, staff, and visitors
- Signing in and directing guests
- Is a Christian, has a personal relationship with Jesus Christ, and is an active member in good standing of a Bible believing church
- Enjoys working with children, and does so in a cheerful, sensitive, caring, and tactful manner
- Preference will be given to someone that possesses strong computer skills including word processing and spreadsheets
- Possesses strong organizational skills
- Is a self motivated, hard working, and able to work well with co-workers

Position time and days is negotiable. Will be weekdays during the regular school year. Wage based on experience and qualifications.

Application:

To Apply for this position please refer to our website www.tbcs.school.

The “**About Us**” link has a tab for “**Employment**” opportunities. On the Employment page, please reference the “Staff Application Package” for detailed information and application instructions.