



JOB POSTING:
RECEPTIONIST/ADMINISTRATIVE SUPPORT
North Vancouver Museum & Archives Commission
Auxiliary Position

The North Vancouver Museum and Archives preserves historically valuable community records and artifacts; it makes them meaningful and accessible to the public by organizing exhibitions, delivering educational programs, caring for collections, and providing access to archival information. Construction is underway for a new museum in the vibrant Lower Lonsdale area of North Vancouver, slated to open in 2020. The Receptionist/Administrative Support position, reporting to the Administrative Services Manager, (“ASM”), is responsible for providing reception and clerical support services for the Museum and Archives.

Duties:

- Provide secretarial and administrative support to the ASM and NVMA team;
- Welcome and orient visitors to the Community History Centre and provide information on services;
- Answer the phone and respond to voicemail and email enquiries;
- Assist with general office maintenance (file, organize, etc.);
- Assist with special projects as needed;
- Other duties as assigned.

Skills & Experience:

- Completion of Grade 12;
- Related office administration experience and/or relevant training;
- Ability to use word processing, spreadsheet, graphics, database and presentation applications in a Windows environment at an intermediate level of proficiency;
- Ability to maintain confidentiality, accuracy and attention to detail;
- Ability to work collaboratively, courteously and effectively with the public and staff;
- Ability to take initiative, ask for assistance, and step up to help;
- Ability to problem solve, make decisions and exercise sound judgement;
- Effective oral and written communication skills;
- We value applicants with working knowledge of eTapestry software and/or Adobe Creative Suite.

Schedule: approximately 18 hours weekly, Monday-Friday; hours may vary.

Wages: \$20.89-\$23.49 per hour, plus 12% in lieu of statutory holidays and vacation pay.

Deadline for Application: 5:00 pm, Monday, February 18, 2018.

Please send resume and covering letter to Laurel Lawry, Administrative Services Manager, North Vancouver Museum and Archives by email at nvmac@dnv.org, by mail to 3203 Institute Road, North Vancouver, B.C. V7K 3E5 or by fax to 604-987-5688.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

THE NORTH VANCOUVER MUSEUM AND ARCHIVES COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.