

Job opportunity: Office administrator

You'll provide support in the areas of reception, general administration and basic accounting for Little Flower parish.

The successful candidate:

- Has experience with common software such as MS Office suite, database tools, etc.
- Is a well-organized multi-tasker who shows initiative
- Possesses above-average written and telephone skills
- Is a practicing Catholic with a pastor's reference
- Enjoys working with clergy, parish council and parishioners

Hours are flexible, however, full time Monday-to-Friday is preferred. The position offers a competitive salary that reflects candidate's experience and hours of work. Send your resume to littleflowerregina@sasktel.net, with Attention Finance Committee in the subject line. Closes Aug. 15.