

## **North Shore Neighbourhood House – Job Posting**

### ***Job Title***

Registration Administrator

### ***Desirable Training and Experience***

- Grade 12 graduation plus a minimum of two years' experience working in a computerized business environment
- Working knowledge of Microsoft 365; intermediate to advanced skills managing data and producing reports using Microsoft Excel; Quickbooks experience is an asset
- Fluency in English and excellent written and verbal communication skills.
- Strong attention to detail.
- Ability to prioritize and manage multiple responsibilities.

### ***Compensation & Hours:***

20 Hours/Week

\$25.58 per hour

### ***Terms of Employment (for Permanent Positions Only):***

Part Time

Eligible for Benefits upon completion of 3-month probationary period

Union Membership

All interested candidates should forward their resume and cover letter to:

NSNH Human Resources

[hr@nsnh.bc.ca](mailto:hr@nsnh.bc.ca)

*North Shore Neighbourhood House respectfully honours and acknowledges that we live, work and play on the ancestral, traditional and unceded territories of the Squamish and the Tsleil-Waututh Nations.*