

COME JOIN OUR TEAM!

Vancouver Talmud Torah is a school where you will love contributing every day!

Do you thrive in a dynamic work environment?

Do you love children?

Do you appreciate a challenging and varied work setting with changing tasks daily?

Is it important for you to work in a warm and supportive community?

Are you interested in meeting colleagues and families from all over the world?

VTT, Western Canada's largest community Jewish day school serving a student body from ages 3 to 13, is currently recruiting a

**Permanent Part-Time
Receptionist/Administrative Assistant**



See next page for more details



Vancouver Talmud Torah (VTT) is currently seeking a **part-time receptionist/administrative assistant** to work in a fast-paced environment. The successful candidate must possess the following:

- Exceptional communication skills (English fluency, both written and oral)
- Ability to deal with matters of a confidential nature
- Stellar organizational skills
- Ability to multi-task and resume work after multiple distractions
- Strong customer service orientation
- Professional telephone manner
- Superb computer literacy
- Facility in following directions accurately
- Sound personal judgment
- Flexible, cheerful attitude
- First aid certification an asset

The ideal candidate should have a pleasant, easy-going personality, enjoy working with children and families, and be able to establish and maintain respectful relationships with diverse community members.

Our school offers a dynamic, challenging and varied work setting, where the pace and tasks change daily. In this role, you will have the pleasure of working alongside our administrative team, as well as with students, teachers, parents, board members and other community stakeholders.

This position is permanent, part-time, Monday to Friday 12:30pm- 5:00pm. (11:00am- 3:00pm on a short Friday) It is a salaried position with full benefits.

Start date is August 19, 2019. To apply, please email a resume and cover letter in PDF format, attention Natalie Chark, to nchark@talmudtorah.com.

We thank all candidates in advance, however, only those shortlisted will be contacted.

Deadline to apply is July 19, 2019.