

Office Manager – Full Time

Vancouver Talmud Torah Elementary School, an independent school on Vancouver's west side, seeks a full time Office Manager to work in a fast-paced environment. The successful candidate must possess the following:

- Exceptional communication skills (English fluency, both written and oral)
- Stellar organizational skills
- Facility and familiarity with all aspects of school life
- Ability to maintain confidentiality
- Ability to multi-task with multiple distractions and interruptions
- Superb computer literacy and keyboarding accuracy
- Sound personal judgment
- Flexible, cheerful attitude
- First aid certification an asset
- Strong customer service orientation
- Calm, professional manner

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, full time, Monday to Friday. It is a salaried position with full benefits after a probationary period of three months.

Start date is **June 4, 2018**.

To apply, please email a resume and cover letter in PDF format, to dbroadley@talmudtorah.com.

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