



**CENTRAL STATION**  
COMMUNITY CENTER

545 Industrial Drive  
Box 736, Winkler MB, R8W 4A8  
(204) 325-0257  
Info@winklercentralstation.ca  
www.winklercentralstation.ca

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**Job Description:**      **Administrative Assistant**  
**Reports to:**            Central Station Executive Director  
**Status:**                 Permanent part-time  
                                 25 hours per week  
                                 Work hours: 9am-2pm Monday through Friday

Central Station is a non-profit community centre located in Winkler, MB. We are currently seeking a part time administrative assistant. Rooted in the teachings and life of Jesus Christ, our vision is to provide an environment that equips, empowers and educates individuals and families to live a full and vibrant life.

**Duties:**

1. Email management
2. Answering phones and reception duties
3. Mail pickup, drop off and sorting
4. Order office and cleaning supplies
5. Schedule coordination
6. Coordinate with the bookkeeper and housing department
7. Office equipment management
8. Printing forms and documents
9. Assist the executive director as needed

**Qualifications:**

- Understanding and agreement with Central Station's mission, vision and values as a Christian organization
- Proven abilities in the area of organizational skills
- Excellent people and communication skills
- Ability to work independently as well as part of a team
- Basic keyboarding, email and familiarity with all Microsoft programs
- Fluency in other languages an asset

**Deadline for application: October 1, 2020**

**Anticipated Start date: October 2020**

Please send a cover letter and resume to Bev Wiebe (Executive Director) [bev@winklercentralstation.ca](mailto:bev@winklercentralstation.ca) or drop off at Central Station Community Centre at 545 Industrial Drive.