

## Summer Office Assistant

**Length of Assignment:** May 24, 2022 to September 3, 2022

**Hourly Wage:** \$12.68

**Job Type:** Part-time (Monday-Friday, 20 hours per week)

**Deadline for application:** 4:30 PM, May 12, 2022

**To apply:** Email a cover letter, resume, and references to [info@oseredok.ca](mailto:info@oseredok.ca)

### General Duties and Responsibilities:

Reporting directly to the Executive Assistant, the Office Assistant will assist with various day-to-day office duties. A main project of the Office Assistant will include entering, organizing, and cleaning data in a Customer Relationship Management system.

### Primary Responsibilities and Duties:

The Office Assistant will complete tasks which include but are not be limited to:

- File incoming invoices and mail as instructed
- Address and send mail as instructed
- Enter data into a Customer Relationship Management system
- Perform data cleaning of Customer Relationship Management system
  - Correcting errors and creating consistency in how data is recorded
  - Confirm information is current to ensure integrity of data
  - Investigate returned communications and correct data
  - Merge duplicate records
- Perform other duties as assigned

### Experience and Skills

- Strong time-management and organizational skills
- Self-motivated personality with the ability to work independently
- Ability to maintain strict confidentiality when working with sensitive information
- Strong attention to detail
- Ability to follow direction and adjust to changing procedures

### About Oseredok:

Oseredok Ukrainian Cultural and Educational Centre is a public heritage institution with a mandate to preserve and share Ukrainian heritage in Canada. It collects, cares for, documents and interprets material related to the intellectual and cultural life of the Ukrainian community. These include, among other, objects of material culture, folk art, fine art, ethnology, and community history. The Centre shares its collections with the public through a public program of exhibitions, guided tours and affiliated activities, workshops, courses, public lectures and special events.

Oseredok is committed to equity in all its policies, practices and procedures. We welcome applications from all qualified individuals who apply for this position. This position is funded through the Province of Manitoba's Urban/Hometown Green Team. As such, candidates must verify they meet the program's eligibility requirements before they are offered an interview.

([https://www.gov.mb.ca/grants/pdf/greenteam\\_guidelines.pdf](https://www.gov.mb.ca/grants/pdf/greenteam_guidelines.pdf))