

Title: Office Administrator

Kanata United Church is seeking an enthusiastic talented individual to provide administration and coordination for a busy church congregation and community building. The Office Administrator is often the first point of contact either in person, by telephone or by email and provides information and compassionate care to a variety of individuals. As an integral part of the staff team, the Office Administrator also provides general administrative support, bookkeeping, management of rental contracts, technical support and public relations. For a full job description and details on how to apply, please visit our website at:

www.kuc.ca

Applications close: May 5, 2017