

Office Co-ordinator Position

Start date:

March 17th for three days per week

Full time position to start April 5th

Hours: 10:30am to 6:30pm

RESPONSIBILITIES:

- ④ Schedule with director, once per year, all courses and implement the process of scheduling.
- ④ Keep up-to-date teachers and staff policy manuals.
- ④ Support teachers in scheduling and other needs related to teaching.
- ④ Administer day-to-day activities for staff that are responsible for enrolling, registering, and processing data,
- ④ Follow-up on contracts with internal and external suppliers, including rental agreements.
- ④ Manages website by updating it weekly.
- ④ Create Excel spread sheets for statistical analysis
- ④ Create emails to promote our courses (from template)
- ④ Send out periodic mass emails to our mailing list.
- ④ Computer - troubleshooting

KNOWLEDGE AND SKILLS

- ④ Proficiency in Excel, Word, Power Point
- ④ Ability to understand Web 2.0 concept, blogging and other internet communication tools.
- ④ Ability to continuously research the latest Web tools.
- ④ Excellent communication skills
- ④ Ability to communicate with our web master.
- ④ Good business and work ethics: being reliable, having initiative, sense of responsibility and excellent social skills.
- ④ Able to make decisions on your own and with accurate assessment.
- ④ Ability to work in a team environment
- ④ Familiar with Educational Systems, such as Blackbaud an asset.
- ④ Understanding of Natural Health an asset.

- ④ Proficient in the written and spoken English language.
- ④ Proficient in speaking French, written French would be an asset.

BENEFITS

- ④ You will be able to take any course for free, provided it is not during your working period while you are an employee of NHC.
- ④ A relaxed environment.

SEND YOUR CV TO:

Please send your CV by email to: chiara@nhcinstitute.com, along with a short letter describing why you would like to work for NHC.

Address it to Chiara Borrello, Executive Director

To become more familiar with NHC please visit our website at www.nhcinstitute.com