



## OFFICE ASSISTANT & TUCK MANAGER (1 needed)

Effective: May 1 – September 1, 2017

### Prerequisites:

A high level of organization skills, the ability to work independently, think creatively and effectively as well as providing exceptional customer service.

### Overview:

Under the direction of the Administrative Coordinator the successful candidate will be the primary staff member in the Tuck Shop and an assistant staff member in the office. Must be able to Provide exceptional customer service, have effective time management and organizational skills and work cooperatively as a member of the office team.

### Expectations:

1. Day -to-day management of the Tuck Shop including cash transactions, accounts, store cleanliness and presentation and inventory.
2. Handling (as trained) or redirecting inquiries to assist the office team during peak hours
3. Executing outbound telephone calls with professionalism representative of IAWAH
4. Computer skills in developing excel spreadsheets and in using point of sale devices
5. Great customer service skills
6. Available for weekend and/or evening work
7. Other duties as assigned by the Administrative Coordinator

In addition to the above expectations, the successful candidate will contribute positively to an environment where we seek to encourage, build up and humbly challenge one another to continually grow. As a leader, they will demonstrate discernment and maturity helping to perpetuate safety, efficiency and fun as we strive to create a place for campers as well as staff from many different walks of life to be able to open up and experience freedom in a life with Christ.

**All staff are required to signed IAWAH's Statement of Faith, Lifestyle Agreement and Commitment to Team; provide a minimum of 3 acceptable references and background check, including Police Records Check/Vulnerable Persons Sector Check.**

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