



**Administrative Coordinator - January 2019**

Pacific Rim College is looking for a Part-time Administrative Coordinator to join the reception team in January 2019 at our downtown Victoria campus in Market Square. This position is on Saturdays and Sundays from 2:15pm to 6:15pm. However, please note that training for this position will take place during the week.

**Position Reporting**

This position reports to the Director of Operations.

**Position Summary**

The Administrative Coordinator is responsible for the completion and coordination of tasks in relation to student and patient interaction, and working with the President, Registrar, and Director of Operations to create an effective and successful work environment. Additionally, the candidate also assumes responsibility of reception duties including processing payments and assisting and answering questions from students, patients, customers and faculty.

**Position Responsibilities**

- Communicate with and assist customers and students.
- Field phone calls and other types of communication related to basic college activities and refer to appropriate specialist when necessary.
- Receive and process payments.
- Maintain attendance records.
- Maintain organization of Student Clinic patient booking.
- Maintain organization of Student Clinic patient files.
- Communicate well and work with upper management to constantly improve and refine the College's operating systems and policies.
- Assist faculty members with by performing office-related duties when necessary.
- Perform tasks as assigned by the College Directors.
- Maintain an effective and clean working environment at the front desk.

**Applicant Qualifications**

The successful candidate will have the following:

- Noteworthy customer service skills
- Exceptional verbal and written communication
- Attention to detail
- Windows-based computer literacy
- Efficiency with Microsoft Office programs and Outlook email
- Desire to work with a team in an atmosphere related to holistic medicine
- Basic familiarity with natural health approaches, most notably related to PRC's programs, is an asset but not essential

**Remuneration**

The wage for this position starts at \$17/hour. Natural health benefits begin immediately; extended health benefits begin at the completion of a 3-month probationary period.

**To Apply**

Please submit a cover letter and resume to [jobs@pacificrimcollege.com](mailto:jobs@pacificrimcollege.com).