

Kitimat Community Services Society is seeking to expand our database of resumes for upcoming job opportunities that may come available within our various programs. This is a general application advertisement looking for candidates with office experience and qualifications. If you would like to be considered for future positions, please send your resume to: manager@kitimatcommunityservices.ca

We are looking for resumes that include experience in the following areas:

General office support worker:

- Able to respond to telephone, in person or electronic enquiries or forward to appropriate person
- Familiar with office procedures and able to work closely in a team-oriented environment
- High degree of technical knowledge and proficiency using computers, navigating the internet and current software such as Microsoft Office 2021, Windows 11 Pro
- Able to use office equipment such as photocopier, printer, scanner, etc.
- Able to ascertain needs of individuals and direct to appropriate services/resources or provide one on-one assistance
- Strong knowledge of the community of Kitimat and available resources as well as gaps in services
- Excellent customer service skills and experience working with people from diverse backgrounds
- Able to demonstrate high level of compassion, empathy and understanding for marginalized individuals
- Self-directed, shows initiative and willing to thrive in a highly supportive and fun environment.

KCSS is committed to upholding the values of equity, diversity, and inclusion in our work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. KCSS also provides extensive hands on training relevant to the position we are looking to fill.

To learn more about the programs we offer the community, check out our website
<https://kitimatcommunityservices.ca>

When you respond to this advertisement, your resume will be held on file for a period of 12 months. We thank you in advance for taking the time to apply to this expression of interest.