

**Westminster United Church is looking for a**  
***part-time temporary office administrator***

**Tuesday to Friday 9:30 to 1PM**

**14 hours per week**

**Skills**

Computer proficiency: various programs such as Power Point, Word, Excel

Strong Verbal and written communication skills

Excellent organizational and time management skills

**General Duties**

Prepare eblast (newsletter)

Edit Bulletin and print for distribution.

Greet people, assist volunteers and staff

Filing and general office duties including e mails.

**Please forward resumes for consideration**

**Email for this position only: [westminsterunitedzoom@gmail.com](mailto:westminsterunitedzoom@gmail.com)**

**Thank you**

Westminster United Church

4094 Tomken Road

Mississauga, Ontario