

**VANCOUVER ART GALLERY ASSOCIATION**  
**1 PART-TIME POSITION AVAILABLE**  
**ADMINISTRATION/INFORMATION CLERK - RECEPTIONIST**

DUTIES:

Reporting to the Director of Operations, operates a 120 extension switchboard and answers all in-coming Art Gallery calls; utilizing excellent customer service skills, performs reception duties for the administrative offices of the Gallery; performs basic word processing duties; and performs a variety of clerical and other tasks as needed. The work is performed with minimal supervision and is occasionally subject to review and check by a superior to ensure an appropriate standard of service to members of the public, the staff and other departments of the Gallery.

QUALIFICATIONS:

Completion of Grade 12 plus experience in operating a central switchboard and dealing with the public in a reception area. Proven ability to multi-task and problem solve in a high volume environment ensuring that all requests, inquiries and complaints are managed with a high level of tact and diplomacy. Incumbent must be highly organized while maintaining an excellent attention to detail. Experience supervising and managing the workload of receptionist staff preferred. Experience with Microsoft Office(Word, Outlook, Excel) required in addition to experience with other clerical functions such as creating mailing labels, operating a postage meter, volume mailing, managing courier requests, collating and other related work. Some art related knowledge/education is an asset.

SALARY: Pay Grade 12, Step 2 - \$19.14 per hour plus benefits

HOURS: 4 hours per day, 5 days per week, Monday to Friday

Please send your resume by Friday, November 4, 2016 to the Director of Human Resources, Vancouver Art Gallery, 750 Hornby Street, Vancouver, BC V6Z 2H7, Fax: 604-682-1086, email [hr@vanartgallery.bc.ca](mailto:hr@vanartgallery.bc.ca)

*We thank all applicants for their interest; however, only those short-listed will be contacted.*