

THRU THE
RED DOOR

Thru the RedDoor

JOB DESCRIPTION

Thru the RedDoor is seeking a reliable, organized and highly motivated individual for the following role:

THRU THE REDDOOR OFFICE ADMINISTRATOR

An exciting opportunity to experience the fast-paced world of studio and broadcast production by working with the clients and staff of Thru the RedDoor to improve the organizational strength of our company and support the creation of cinematic client experiences and cultural, educational productions.

APPLICATION DEADLINE: FRIDAY APRIL 20, 2018

LOCATION: Thru the RedDoor - Six Nations of the Grand River

CONTRACT position (8 weeks)

RATE: TBD

TENTATIVE START DATE: Wednesday April 25, 2018

Potential to be extended

Send your CV/Resume, cover letter and three references, with the job title in the subject heading, to jobs@thruthereddoor.com

Should you have questions regarding this job posting, contact 519-445-3030.

OFFICE ADMINISTRATOR

REPORTS TO: CEO

Thru the RedDoor is seeking an experienced Office Administrator. This position will play an integral role in the customer service and organizational strength of our company. The Office Administrator will provide administrative support, assist in client relations and answer and respond to calls and emails. Qualified candidates will have impeccable verbal and written communication skills, a strong ability to multi-task, a friendly demeanor and an affinity for art, culture and community.

Job Requirements

- 2+ years' experience working in an office setting
- Excellent written and verbal communication skills
- Strong knowledge of QuickBooks software
- Ability to multi-task and prioritize projects
- Customer-service oriented
- Able to complete complex administrative tasks with minimal supervision
- Ability to manage client relationships
- A demonstrated interest in video, music and Indigenous arts & communities

Experience in grant writing and the ability to work flexible hours are assets, but not requirements.

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