Rockway invites applicants for the position of Administrative Assistant – Main Office. Rockway is a dynamic Christian school of approximately 300 students (Grades 7 to 12) from many faith backgrounds and countries that walks with students as they become responsible, reflective, compassionate and globally-minded learners. (www.rockway.ca)

The Administrative Assistant – Main Office is a pivotal role in the daily life of the school. They are responsible for first impressions of the school, daily operations of the main office, managing rentals of the facility, support for communications and providing administrative support in various areas.

This is a full-time position beginning in August 2022.

The ideal candidate will:
- Be committed to the school's mission and sympathetic to its Mennonite faith tradition
- Display the virtues of the Rockway student and graduate vision
- Warmly welcome and assist students, parents, employees and visitors
- Possess outstanding interpersonal skills
- Collaborate as a member of the Rockway team
- Value attention to detail and have exceptional organizational skills
- Be able to prioritize and manage multiple tasks and deadlines
- Commit to continuous learning and improvement
- Respect confidentiality

Required Education and Work Experience:
- Undergraduate degree or college diploma in applicable field
- Experience in a fast-paced office environment
- Advanced computer skills, including Google, Microsoft Office required
- Experience with PowerSchool, Blackbaud School Solutions, and/or Raiser’s Edge preferred
- Valid G drivers licence and clean driving record preferred
- Certification in First Aid and CPR an asset

The compensation for this position is $20.45 – 25.83 per hour with a full benefit package (including tuition discount for family).

Resumes and cover letters are to be submitted to employment@rockway.ca by May 29, 2022.

While Rockway values all applications, only those candidates who qualify for an interview will be contacted.

Rockway is committed to accommodating applicants with disabilities throughout the hiring process and to maintaining an inclusive work environment. Please let us know at the time of contact if you require accommodation and provisions will be arranged.