

## 加拿大基督使者協會

Ambassadors For Christ  
In Canada

### AFC Student Centre & Vancouver Office

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# Hiring

## Administrative Assistant (Full-time 1-year contract)

Ambassadors For Christ in Canada is hiring a full-time Administrative Assistant to substitute a staff member on maternity leave. It will be a one-year contract position starting in May 2009. Applicants please send resume and covering letter to:

AFC Vancouver

Re: Job Application

Unit 2120, 8888 Odlin Crescent, Richmond, BC V6X3Z8

Tel: 604.278.0642 / Fax: 604.278.0643

E-mail: info@afcvancouver.org

Deadline for application: March 31, 2009

We appreciate the interest of all applicants; however only those selected for an interview will be contacted directly. Submitted resumes will not be returned.

### Job Description:

- Bookkeeping
- Managing and updating databases and mailing lists
- Coordinating the mailing and distribution of promotional materials
- Providing administrative support for the staff team
- Assisting in the production of special events
- Recording meeting minutes
- General office administration

### Qualifications & Required Skills:

- Willing to work as a team and to be trained
- Fluent in English, Cantonese, and some Mandarin
- Operating system: Windows and MacOS
- Software: MS Word, MS Excel, Simply Accounting
- Intermediate level of accounting and bookkeeping skill or related experience
- Keyboard skills: English & Traditional Chinese
- Ability to prioritize work flow and communicate effectively with others

Ambassadors For Christ In Canada (AFC Vancouver) is a national non-profit organization for student ministry whose Vancouver office was established in 1994. Through innovative programs and personal mentoring, AFC helps generations of Chinese students in Canada understand the Gospel and integrate the Christian faith with their everyday life, so that they will become life-long disciples of Jesus Christ and develop a contagious Christian student witness.



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