



Administrative Assistant, Ancillary Services

Quest University Canada seeks a full-time Administrative Assistant, Ancillary Services to provide administrative and organizational support to the Ancillary Department to ensure effective, efficient, and accurate operations. Reporting to the Director, Ancillary Services, this position will be responsible for administering various ancillary services including but not limited to campus events, conference services, campus services, and external programming.

Qualifications

- Additional training and skills in customer service, campus operations, event planning are an asset.
- Strong leadership, excellent interpersonal skills, and superior problem-solving abilities.
- Excellent communication skills, both written and verbal required.
- Highly responsible, reliable and ethical.
- Highly motivated self-starter, able to work in a fast-paced environment.
- Ability to focus attention on guests' needs, remaining calm and courteous at all time.
- Ability to work days, nights, and weekends; when necessary.
- Ability to operate a personal computer and various software programs.
- Experience with StarRez software an asset.

Quest is an independent, not-for-profit liberal arts and sciences university that opened in 2007. Our campus is situated amidst the Coast Mountains in Squamish, midway between Vancouver and Whistler. Built to prepare students for the challenges of the 21st century, Quest's innovative academic program, highly engaged student population, and outstanding faculty are gaining world-wide recognition. Quest offers a competitive salary and a dynamic workplace. *For more information about Quest, visit us online at www.questu.ca.*

To Apply: Email a cover letter and your resume in pdf format to human.resources@questu.ca

Closing date: December 4, 2018 or until position has been filled

Start date: January 7, 2018

*All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Quest University Canada respects and encourages diversity. **While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.***