



ST CHARLES RETREAT CENTRE

OPERATIONS ASSISTANT

The St Charles Retreat Centre is seeking a welcoming, organized, and dependable individual to join our team as an Operations Assistant.

Reporting to Sr. Lilian, the Operations Assistant plays an important role in supporting the daily operations of the Centre, ensuring that guests, visitors, and service providers experience a warm and professional environment. The successful candidate will help maintain an active on-site presence while assisting with administrative, hospitality, and operational functions.

Key Responsibilities:

- Welcome guests, visitors, and retreat participants.
- Answer phones, respond to inquiries, and assist with general reception duties.
- Provide a welcoming and professional presence at the Centre.
- Help ensure the Centre remains accessible and attended during key daytime periods.
- Coordinate with vendors, contractors, and maintenance providers.
- Schedule and organize service appointments as needed.
- Support the smooth day-to-day operation of the Retreat Centre.
- Provide occasional weekend coverage to support guest services and Centre operations.

Requirements

- Experience performing clerical and administrative duties.
- Experience in reception, administration, hospitality, customer service, or a related field is an asset.
- Diploma or certificate in administration, business, hospitality or a related field is an asset.

Qualifications

- A commitment to providing welcoming and respectful service to all guests and visitors.
- Excellent interpersonal skills, including the ability to effectively work with a diverse range of guests and service providers
- Effective verbal and written communication skills.
- Strong organizational and time-management abilities.

- Comfortable working independently and taking initiative.
- Proficiency with basic office technology, including email and telephone systems.
- Flexibility to work occasional evenings and weekends.

Compensation and Benefits:

- Employment Type: Permanent, 25 hours/ week.
- Schedule: Monday to Friday, 9:00 am to 1:00 pm; occasional evenings and weekends.
- Salary: competitive salary based on experience and education
- Free on-site parking
- Paid sick, personal, bereavement and other paid leaves.
- 3 weeks' vacation in the first year.
- Health and Dental Benefits with RRSP match after probation.
- Supportive and collaborative workplace culture with a strong sense of mission.

To Apply:

The candidate must be legally entitled to work in Canada.

Submit your resume and cover letter to hr@archwinnipeg.ca with the subject line: St Charles Retreat Centre Operations Assistant.

Applications are reviewed on a rolling basis. Only shortlisted candidates will be contacted. Accommodation is available upon request during the recruitment process.