



ST CHARLES RETREAT CENTRE

OPERATIONS ASSISTANT (PART-TIME)

The St Charles Retreat Centre is seeking a welcoming, organized, and dependable individual to join our team as a Part-Time 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: Full-time, 25 hours/ week, Permanent.
- Schedule: Monday to Friday, 9:00 am to 12:30 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.