THEM DAYS

NOW HIRING

Them Days Incorporated, a not-for-profit registered charity, is inviting applications for the position of Administrator. This is a full-time (35 hours/week), temporary position, for a minimum of four months, with the possiblity of extension.

Duties will include:

- Bookkeeping
- Retail sales
- Inventory control and management
- Subscription records and management
- Coordinate board meetings and AGM
- Marketing and promotion
- Proposal development
- Fundraising
- General office duties

Qualifications:

- Demonstrated working knowledge of Simply Accounting/MS Office Suite
- Experience in office management
- Public relations skills
- A diploma in Office Administration would be an asset
- Ability to work with minimal supervision

Salary: Commensurate with experience

Closing date: Sunday, October 18, 2015

Please send your resume to:

Them Days
P.O. Box 939, Stn. B
Happy Valley-Goose Bay, NL A0P 1E0

Fax: (709) 896-4970

E-mail: themdays@themdays.com

We thank all those who apply; however, only those selected for an interview will be contacted.