

## Office Administrator | Part Time Position

Vancouver's premier music school Song of Stars Entertainment Inc. is hiring an *Office Administrator* to be a part of our growing team! Looking for a skilled individual with a warm personality, who loves people, has good computer and communication skills and is an independent worker.

Learn about Song of Stars here > [www.songofstars.com/about-us](http://www.songofstars.com/about-us)

### Responsibilities:

- Answering phones - If anyone has told you that your voice should be on the radio we're looking for you ;)
- Email communications
- Registering clients
- Scheduling clients (using Google Calendar)
- Maintaining a happy office atmosphere
- Student/teacher communications
- Filing, record keeping, and maintaining spreadsheets
- Light bookkeeping (using Quickbooks)
- Social media and other online communications
- Light office/studio cleaning

### Qualifications:

- At least one year of office admin/reception experience
- HS diploma or equivalent an asset
- Ideal experience in industries such as hospitality, restaurant (hostess/waiter), customer support, retail, medical office, salon or the like
- Proficient with computer skills, including Microsoft Office, Google (Calendar, Sheets, etc), social media platforms, Square (payment merchant), Quickbooks (bookkeeping) and Mailchimp
- Strong verbal and written skills
- Comfortable with routinely shifting job demands
- Data entry experience (i.e. Google Sheets)
- High attention to detail
- Highly organised
- Must have reliable transportation
- No music or music education experience is required though an asset

### The perfect candidate will:

- Love people and love talking with them
- Be an extrovert
- Be reliable and punctual in responding to clients
- Be outstanding in customer service and sales
- Have great attention to detail (organised)
- Be an effective and clear communicator
- Be comfortable and confident in busy situations
- Be competent and skilled at typing and technology
- Be autonomous and a self-starter
- Be able to solve problems effectively
- Be a team player (culture of honour)
- Appreciate and have an eye for good design and aesthetic

The position is 24 hours a week to start. Hours are...

**Mon - Thurs, 1:30pm - 7:30pm** (with the potential of a transition to full-time)

**Compensation:** Competitive - Pay is determined based on performance and experience. There is also room for advancement with the right person. Occasional bonuses may also be paid for performance targets.

Song of Stars is currently in an exciting time of development and growth, so joining the team means you'll be coming along with us on that journey. Being a part of a growing company also means that you'd be a fundamental part in the shaping of the culture and brand of Song of Stars!

To apply, follow these instructions:

Email three (3) separate documents in PDF format...

1. Your resume
2. A list of references
3. A paragraph explaining why you are a great fit for the position, based on our values seen on our website ("About Us" tab)

Send all three separate documents to our email [jobs@songofstars.com](mailto:jobs@songofstars.com)

Because this job requires extreme attention to detail, candidates who do not follow directions will not be considered. NO phone calls please 😊

Looking forward to hearing from you!

The SOS Team