Registrar and Operations Assistant Job Description

ABC Seeks a Registrar and Operations Assistant reporting to the director on a part-time and ongoing contract of 20h+ per week depending on candidate availability. Hours per week increase during peak periods of the year.

A history of excellence in customer service, outstanding manners and demeanour will distinguish applicants.

Duties:

REGISTRAR
•Answering Phone inquiries
•Following up on inquiries by phone
•Following up on all registration- and schedule-related tasks
•Processing student Registrations and scheduling students
•Managing Teacher schedules
•Programming Make-up lessons
•Communicating with teachers on
　　　-scheduling
　　　-scheduling conflicts
　　　-cancellations
　　　-make-up lessons
•Communicating with the Director:
　　　-on above average problems related to teacher schedules, client problems/conflicts
　　　-registration priorities (may shift during time of year)
　　　-on any matter related to scheduling or client relations that are unclear or require consultation

OPERATIONS
•Data Entry
•Preparing and sending out mail, mailers, or promotional materials
•Preparing event materials
•Assisting at offsite events (as necessary)
•Preparing digital advertising assets as needed
•Deploying digital advertising assets as needed
•Miscellaneous odd jobs

Requirements:

•Minimum High School Education
•Previous Job experience in a structured environment
•Phone with Data plan
•Laptop (preferred) or computer with internet access
•Vulnerable sector record criminal record check (can be completed following job offer)

Assets:

•Additional Languages spoken
•Driver's Licence
•Car
•Weekend Availability
•Understanding and/or experience of the Arts sector
•Being a parent or aunt/uncle

Remuneration:

$14.00/h, plus commissions for completed new family registrations.

Submit your Resumé to info@music-lessons.ca and use *Registrar Position* as subject.
Only candidates selected will be contacted for an interview. Please do not call the office. Thank you!