



IMPRESS AT EVERY LEVEL

## **Job Posting – Office Assistant**

**Slingshot Publishing** is the largest supplier of Christian posters in the World! SP distributes products to Christian Retailers/Bookstores in countries like the United States, Canada, England, Australia, New Zealand, Scotland, Ireland, Nigeria and Jamaica. Slingshot Publishing's objective is to provide wholesome, fun and affordable alternatives for people seeking to decorate bedrooms, dorm rooms, offices, churches and more! SP currently seeks to fill the permanent full time position of Office Assistant.

Job Position Title: Office Assistant  
Job Type: Part-Time - may possibly increase to Full-Time  
Location: Barrie, Ontario  
Post Date: October 20<sup>th</sup>, 2009  
Company URL: [www.slingshotpublishing.com](http://www.slingshotpublishing.com)

The Office Assistant, reporting directly to the General Manager, ensures the efficient day-to-day operation of the office, performs warehouse duties on an as needed basis, and supports the work of management and other staff as assigned.

### **Primary Responsibilities:**

- Administrative support including telephone reception, processing mail, faxing, light cleaning, preparing bank deposits, processing cheque and credit card payments, processing web store customer orders, refilling printer ink, processing royalties and other administration as assigned.
- Warehouse support including order processing, labeling and rolling posters.
- Other duties as required.

### **Qualifications, Skills and Experience:**

- High School Diploma
- Pleasant and professional telephone manner
- Excellent organizational skills
- Ability to multi-task in a fast-paced organization
- Valid driver's license
- Basic Microsoft Office skills and/or experience
- Able to lift up to 25 lbs.

**To Apply:** Complete a SP Job Application (download from [www.christianmusicmerch.com](http://www.christianmusicmerch.com), careers tab on the left-hand side of the homepage) and submit along with a detailed resume and cover letter to [hr@slingshotpublishing.com](mailto:hr@slingshotpublishing.com) or by fax to 705-721-0328.

Applicants are thanked for their interest in this position, however only those candidates who have been selected for an interview will be contacted. If you have any questions in regards to this job posting, please contact Jo-Anne Patterson during regular business hours at 705-739-6277, or by email at [hr@slingshotpublishing.com](mailto:hr@slingshotpublishing.com)