



96 Hodgson Dr.
Barrie, ON L4N 9V2
Ph: (705)739-6277
Fx: (705)721-0328

Job Posting – General Assistant

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

Job Position Title: General Assistant
Job Type: Full-Time
Location: Barrie, Ontario
Post Date: October 20th, 2008
Company URL: www.worldchristianposters.com

The General 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 Outlook skills and/or experience
- Able to lift up to 25 lbs.

To Apply: Complete a WCP Job Application (download from www.christianmusicmerch.com, Careers tab on the left-hand side of the homepage) and submit along with a detailed resume and cover letter to chelsey@worldchristianposters.com or by fax to 705-721-0328.

Applicants are thanked for their interest in this position, however only those candidates who have been short-listed for an interview will be contacted. If you have any questions in regards to this job posting, please contact Chelsey Peckham, Human Resources during regular business hours at 705-739-6277, or by email at chelsey@worldchristianposters.com.