

Language Requirements:

- English (French is an asset).

Knowledge, Skills, And Abilities Required:

- Friendly and pleasant with strong interpersonal and teamwork skills.
- Ability to plan, schedule and coordinate multiple activities in a deadline-driven environment with changing priorities and requirements. Effective organizational skills and the ability to take initiative are essential.
- Strong oral and written communication skills.
- Excellent customer service skills and the ability to handle difficult callers.
- Proficient ability to use computers and Office base software (Word, Excel, PowerPoint, Excel, Outlook).
- Ability to maintain confidentiality at all times.
- Organized, good judgement and the ability to work independently.
- Diplomacy and understanding when dealing with members, donors, and the public.
- Knowledge of the overall structure of the Conservative Party of Canada.

Knowledge Desirable:

- General office administration.
- Knowledgeable about the Canadian federal political system and the principles, policies and culture of the Conservative Party of Canada.

Interested candidates should submit their resume by October 31st 2020 to:

**Conservative Party of Canada
130 Albert Street Suite 1720
Ottawa, ON K1P 5G4
Fax: 613.755.2001
Email: jobs@conservative.ca**

Only candidates selected for an interview will be notified. We thank all applicants for their interest in working for the Conservative Fund Canada / Conservative Party of Canada