
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.