



SUMMER DATA ENTRY & OFFICE SUPPORT WORKER – SEASONAL

(beginning of May to end of August)

The Livingston Homeowners Association (LHOA), is a non-profit organization, which is professionally managed and maintained to ensure Livingston's community features, amenities and The Hub facility will continue to be both esthetically pleasing and conveniently available for the long-term use of its residents. The LHOA also offers many sports, fitness, and recreation programs for all age groups, throughout the year.

If you enjoy working with data, staying organized, and providing friendly support to a busy community facility, this could be a great opportunity to gain experience in a collaborative and community-focused workplace.

Reports to: Customer Experience Manager

Responsibilities:

- Maintain and update membership records and databases to ensure information is accurate and current.
- Assist with data entry related to memberships, registrations, and facility access.
- Provide administrative and clerical support to the office and front desk team.
- Support member services at the front desk during busy periods.
- Assist with filing, document management, and general office organization.
- Respond to basic member inquiries or direct them to appropriate staff.
- Complete other clerical and administrative duties as assigned.

Qualifications:

- Strong attention to detail and accuracy.
- Comfortable with data entry and working in spreadsheets and database systems.
- Basic proficiency with Microsoft Office or similar tools.
- Friendly and professional customer service approach. leading both indoor and outdoor activities.
- Ability to work both independently and as part of a team.
- Must be 18 years of age or older.
- Valid Standard First Aid and CPR-C certification (must be valid through summer).
- Clear Police Information Check with Vulnerable Sector Screening.

Compensation & Work Hours:

Wage based on experience and qualifications. This is a full-time seasonal role from early May to end of August. Staff may be scheduled for 7.5 hour shifts between 9:00am and 10:00pm, seven days a week, depending on operational needs. Interested applicants are invited to forward their cover letter and resume to resumes@livingstonhub.ca. While we appreciate all interested parties, only successful applicants will be contacted.