



Amata Transition House Society
Phone: 250-992-7321; Fax: 250-992-7329

Position Vacancy External Posting

Position Title: HR & Finance Manager

Posting Date: March 12, 2024

Anticipated Start Date: As soon as possible

Anticipated Duration: Full time permanent

Salary Wage Rate & Range: \$29-\$32 + benefits, depending on experience

Schedule: Typically a 4 days week of 32 hours.

Work Location: Amata Transition House, Quesnel

Closing Date: March 29th, 2024

- Strong management and leadership skills. Experience with Union working environment.
- Clean Criminal Record Check necessary.
- This position requires great communication and organizational skills.
- High proficiency with QuickBooks and related computer skills.

Please provide a written expression of interest (hard copy or email) to the Human Resources department by the Closing Date/Time at the Amata Transition House Society.
E-mail: amata.executive.director@gmail.com