

SKATE CANADA BC/YK SECTION ADMINISTRATIVE ASSISTANT

This is a part time (minimum 22.5 hours per week) entry level position with possible growth in the future. This position reports directly to the Director of Operations at the BC/YK Section Office at Burnaby 8 Rinks.

Principle Duties:

- Receive and sort mail, prepare outgoing mail and couriers.
- Organize and maintain electronic filing system.
- Responsible for ordering and maintaining inventory of all office supplies and equipment.
- Photocopy and print out documents on behalf of other colleagues.
- Prepare and organize monthly club mailings.
- Assist in communication with Section Clubs, Coaches and Volunteers.
- Assist with BC/YK Section Communications as directed.
- Receive and file correspondence.
- Assist with preparing packages for Board Meetings, Annual General Meeting, and Coaching Courses.
- Assist with Event/Competition Preparation (Examples include: Event Registration, Online Music Submissions, Preparing Shipment to Events etc)
- On site Event support (Competitions, AGM and Fundraising Events) as required and directed.
- Other duties may be assigned as required

Competencies, Qualities and Qualifications

- Prior Administrative/Office Experience is considered an asset.
 - Knowledge of Microsoft Word, Excel, Publisher and Outlook is required.
 - Excellent communication (oral and written), interpersonal and customer service skills.
 - Ability to take initiative, work independently and work as part of a team.
 - Experience working with volunteers.
 - Handle sensitive information in a professional and confidential manner.
 - Valid BC Class 5 Drivers License and access to a vehicle.
 - Experience in the sport of skating is considered an asset.
 - Ability to represent the vision, mission and values of the BC/YK Section-Skate Canada, as well as ethical standards generally accepted in business.
 - Passion for sport and exceptional customer service is essential.
- Starting salary commensurate with skills and experience

Interested candidates should apply no later than Monday July 9, 2018 to bcyksection@skatinginbc.com

Although we appreciate all expressed interest in joining our team, only applications selected for interviews will be contacted. No telephone inquiries, please.