



ADMINISTRATIVE ASSISTANT SKATE CANADA BC/YK SECTION

Position Overview

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| Position | Administrative Assistant |
| Term | This is a full time, temporary position to cover a maternity leave (14-month contract) |
| Deadlines | Application Deadline: June 2, 2019 Start Date: July 2, 2019 <i>Short listed applicants will be contacted for next steps</i> |
| Location | Burnaby, BC |
| How to Apply | Please send your resume and cover letter to bcyksection@skatinginbc.com Subject: Administrative Assistant Position |

About Skate Canada BC/YK Section

Skate Canada British Columbia and Yukon Section is a non-profit organization dedicated to the principals of enabling every person in British Columbia and Yukon to participate in skating throughout their lifetime for Fun, Fitness and/or Achievement.

The BC/YK Section has approximately 19,000 skaters, 115 clubs, 430 coaches and 229 officials which we serve.

Responsibilities

We are looking for an enthusiastic and outgoing Administrative Assistant to join our team.

- Interact with BC/YK Section members daily and answer any incoming inquiries appropriately (phone, email, etc).
- Sort and distribute mail and other correspondence in paper and electric form.
- Organize and maintain electronic filing system.
- Responsible for ordering and maintaining inventory of all office supplies and equipment.



- Prepare and photocopy packages for Board Meetings, Coaching Courses, and other events.
- Provide general administrative support for Events team (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.

Qualifications

- Excellent communication (oral and written), interpersonal and customer service skills.
- Prior Administrative/Office Experience is considered an asset.
- Knowledge of Microsoft Platforms.
- Ability to take initiative, work independently, as well as a part of a team.
- Handle sensitive information in a professional and confidential manner.
- Experience working with volunteers is considered an asset.
- Valid BC Class 5 Driver's License and/or access to a vehicle.
- Experience in the sport of figure 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.

Starting salary commensurate with skills and experience.