



ADMINISTRATIVE ASSISTANT SKATE CANADA BC/YK SECTION

Position Overview

Position	Administrative Assistant
Term	This is a part time (minimum 22.5 hours per week) entry level position with possible growth in the future.
Deadlines	Application Deadline: July 30, 2018 Start Date: As soon as possible <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

Offer support to BC/YK Section Team in all office tasks.

- Assist with BC/YK Section Communications as directed. Including communication with Section Clubs, Coaches and Volunteers.
- Receive and sort mail, prepare outgoing mail and couriers.
- Receive and file correspondence.
- Organize and maintain electronic filing system.
- Responsible for ordering and maintaining inventory of all office supplies and equipment.



- Prepare packages for Board Meetings, Annual General Meeting, and Coaching Courses.
- 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

- Prior Administrative/Office Experience is considered an asset.
- Knowledge of Microsoft Word, Excel, Publisher and Outlook.
- Excellent communication (oral and written), interpersonal and customer service skills.
- Ability to take initiative, work independently as well as a part of a team.
- Experience working with volunteers is considered an asset.
- 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