



## **Administrative Assistant, Gymnastics BC Part-time (with potential to become full-time)**

Based in Vancouver, Gymnastics BC (GBC) is a not-for-profit provincial sport organization responsible for the governance, development and promotion of gymnastics in BC. Our dynamic team serves 71 member clubs representing a membership of over 52,000 participants throughout the province. As a member-based organization, we strive to deliver excellent member and customer service experiences in all of our interactions.

If you are passionate about amateur sport and have a keen interest in customer service and office and event coordination, we invite you to apply to this exciting position.

### **We are looking for a self-motivated, creative, and driven team member who:**

- seamlessly collaborates with a diverse group of professionals;
- easily communicates with co-workers, members and partners;
- effortlessly multi-tasks;
- passionately engages with customers with a positive attitude;
- diligently ensures that the tools required for successful office operations are maintained;
- skillfully coordinates meetings and events; and
- enthusiastically embraces new challenges and opportunities.

As GBC's go-to administrator, you will be responsible for working collaboratively with our team to ensure our office runs smoothly. Are you up for the challenge?

### **Role Overview**

Reporting to the Chief Executive Officer and working closely with all Gymnastics BC staff, the Administrative Assistant is responsible for all office administration tasks.

### **Primary Areas of Responsibility**

- Member and customer inquiries
- General administrative tasks
- Administrative support
- Data entry
- Gymnastics BC awards and recognition
- Gymnastics BC meeting coordination

## Duties

- Assist office staff as required
- Answer and direct phone calls
- Write and distribute email correspondence, memos, letters, faxes, and forms
- Open and distribute mail
- Coordinate mail and parcel delivery
- Order office supplies and research new suppliers
- Maintain product inventory
- Develop and maintain filing systems
- Maintain a calendar of association-related deadlines
- Provide support related to basic financial processes
- Assist in the preparation of reports
- Plan meetings and take detailed minutes
- Book and coordinate all association travel needs
- Other related duties as required

## Other Details

- Must have strong written and verbal communication skills
- Must have a keen attention to detail
- Must be very organized with exceptional time-management skills
- Must be self-motivated and able to work independently with minimal supervision
- Must be competent with MS Office applications
- Knowledge and experience in BC's amateur sport system is an asset
- Must be legally eligible to work in Canada
- A valid British Columbia Class 5 driver's license is preferred
- A current Criminal Record Check will be required
- Occasional travel and non-regular working hours will be necessary

## To apply for this position:

Please email your resume and cover letter\* in either MS Word or PDF format to:

Andrée Montreuil, Chief Executive Officer at [careers@gymbc.org](mailto:careers@gymbc.org) – no phone calls, please.

\*Please ensure that your cover letter and resume clearly outline how your skills and experience meet or exceed the job requirements.

## Application deadline:

Deadline for application is October 16, 2020.

We thank all applicants for their interest, however please note that only candidates selected for an interview will be contacted.