

Administrative Assistant

Job Description:

The Administrative Assistant supports the office through a variety of tasks that may include data entry, reception duties, and customer service. This position will report directly to the Sport and Events Supervisor.

Who We Are:

The Kamloops Sports Council is a unified sport advocacy group that promotes communication, development, education and participation of sport in the greater Kamloops area. We are a not for profit society governed by a volunteer Board of Directors. The Vision for the Kamloops Sports Council: Committed to excellence in sport management through leadership, mentoring, and partnerships. We have over 80 local sport organizations that are members of the Kamloops Sports Council.

Who You Are:

- You are passionate about sport in Kamloops!
- You are detailed oriented, and you like multi-tasking and solving problems.
- You love to help! You don't mind pitching in even if it's not in your job description.
- You act professionally, and you follow through on your commitments.

Job Qualifications:

- Excellent computer skills particularly in Microsoft Office (Excel, Word, Outlook, PowerPoint), Adobe Acrobat, Google Docs, Google Forms
- Ability to learn tasks and computer systems quickly
- Strong teamwork and customer service skills
- Must work well with a diverse group of people, ranging from youth to seniors
- Ability to communicate effectively in English both verbally and in writing

Job Duties and Responsibilities:

- Answer all general phone inquiries and direct to the appropriate staff members.
- Reply to emails and general information requests with accurate information and ensure that inquiries are responded to in a timely manner.
- Greet clients and visitors to the office in a professional and friendly manner.
- Manage incoming and outgoing mail/courier.
- Maintain office supply management, ensuring office supplies are sufficiently maintained.
- General clerical duties to include but not limited to: photocopying, scanning, faxing, and mail distribution.
- Maintain the appearance of the front office, and boardrooms.
- Update the KSC social media platforms and websites as required.
- Educate existing members about current services available to them.
- Responsible for creation and distribution of Kamloops Sports Council communications, which includes but isn't limited to:
 - Monthly newsletter

KAMLOOPS SPORTS COUNCIL



- E-blasts
- Request for volunteers from members
- Promoting upcoming events
- Legacy Performance Games information
- Any other requests from member organizations
- Data Entry for contracts that the KSC hold:
 - Maintain a course registration system.
 - Respond to requests for course transfers, refunds, and cancellations.
 - Reply to inquiries regarding course information, scheduling, and student profiles.
 - Take payment and maintain financial accounts.
- Various duties as required

Experience:

- 1+ years of administrative experience.
- 1+ years of social media management experience.
- 1+ years of data entry experience.
- Experience working with WordPress is considered an asset.
- Experience working with course registration software is considered an asset.

Education:

- Secondary School Diploma is required.
- Post-secondary education is considered an asset.

Full time hours based on a 40-hour work week. Hourly wage range between \$15 - \$18 per hour based on experience.

If you are ambitious with the ability to manage priorities in a professional, efficient and timely manner, as well as adaptable and excel in an environment where teamwork and collaboration is required to meet departmental and organizational goals, apply today!

Enriching Lifestyle Through Sport

1550 Island Parkway Dr., Kamloops BC, V2B 0H7 | Phone 250-828-3822 | info@kamloopssportscouncil.com