



Basketball BC Employment Opportunity Administration Assistant

Basketball BC is the Provincial Sports Organization for Basketball in British Columbia. Located in Langley, Basketball BC is a non-profit organization which is dedicated to developing lifelong passions for our sport and growing the game throughout the province.

The Admin Assistant reports to the Executive Director through the Office Manager, and is primarily responsible for assisting in the day-to-day operations of the organization. The successful applicant will be a detail oriented, quick learning individual who is capable of working independently or within a team environment.

Office Location: Langley Events Centre (7888 200TH St. Langley, BC)

Length: Permanent

Work Hours: 35 hours per week (flexible schedule) or by agreement

Application Deadline: Monday May 7, 2018

Start Date: Monday May 14, 2018

Remuneration: \$630/week or by agreement

Skills Required

- Education: Minimum high school completion with post-secondary education being an asset
- Proficiency with computers, MS office applications (including Excel), and data basing programs
 - Ability to learn new registration systems
- Ability to multitask and maintain tight schedules
- Strong verbal and written communication skills and excellent organization and implementation skills
- Professional attitude in dealing with the public, members, and staff
- Good knowledge of websites
 - Manage updating of information
- A basic understanding of the sport of basketball is an asset

Responsibilities

- Answer and /or direct phone calls/emails for general inquiries regarding Basketball BC programs and events
- Organize membership database and program registrations
- Coordinate staff's updating of website
- Provide support to other members of the Basketball BC staff as requested (various clerical tasks & data entry)
- Assisting the management of PSO reporting and grant applications
- Admin Assistant position may lead to other positions within Basketball BC within a year including club and officials relationships

Interested candidates should send a resume and/or cover letter to (preferably by email):

Email: ljohns@basketball.bc.ca

Fax: 604-888-8323 Attn: Admin Assistant position

Mail: Basketball BC

Attn: Admin Assistant Position

#210 - 7888 200th St.

Langley, B.C. V2Y 3J4

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Basketball BC is an equal opportunity employer