

HIRING ADMINISTRATIVE ASSISTANT

Time commitment:

30 hours/week. This position requires a flexible schedule that includes some early morning, evening and weekends. These will include attending hosted swim-meets, executive meetings and hosting office hours. Mid- April to mid-August.

Administrative Assistant

Coquitlam Sharks is looking for an enthusiastic administrative assistant to provide administrative support for the Coquitlam Sharks Aquatic Club and its executive team.

The use of a personal vehicle is required to attend events, pick up/deliver stock or equipment.

The successful candidate will enable efficient day-to-day operations of the club and manage volunteer coordination using ACTIVE Network's database, excel spreadsheets and information management. They will also be instrumental in the success of Club events such as meets and celebrations, as well as coordinating concession staff and volunteers for each event.

Qualifications and Requirements

- High School Diploma
- Current Post-secondary education in a related field (*business admin, operations management, etc.*)
- Current and valid BC driver's licence and use of a personal vehicle
- Flexible schedule

Required Skills

- Excellent time management, organizational skills and attention to detail
- Proficiency in MS Word, Google Suite, and Outlook
- Familiarity with organizational databases
- Strict adherence to confidentiality
- Strong written and oral communication skills
- Demonstrate creativity, initiative and flexibility while working independently or within-group
- Ability to work well within a team environment (coaches, athletes, board members, and parent volunteers)
- Able to adapt to organizational changes

Desired

- Familiarity with ACTIVE Networks database
- Water sports background
- Past administrative experience
- A related field of study

Interested applicants must submit cover letter and resume to: president@coquitlamsharks.org by January 24th, 2025 We thank all applicants for their interest; however, only those candidates who have been short-listed will be contacted.