



BC HOCKEY JOB POSTING

BC Hockey, founded in 1919 and a member branch of Hockey Canada, is responsible for the governance and development of amateur hockey at all levels in the Province of British Columbia and the Yukon Territory.

Full Time Administrative Assistant – Reception

BC Hockey is seeking a dynamic and motivated individual to join our Victoria team. If you desire a great working environment, an extensive benefits package and opportunities for advancement in a fantastic organization then take note of the following position outline:

The position duties are primarily focused on answering and directing calls, managing incoming correspondence, and assisting in program registration.

Placement requirements are as follows:

- 1-2 years of Administrative / Reception experience in a fast-paced work environment
- Extensive knowledge of Microsoft Office Software
- Demonstrated proficiency in communication; both written and verbal
- Strong attention to detail
- Effective organizational and multi-tasking skills
- Professional phone manner

Please submit your resume via email only to info@bchockey.net no later than Wednesday, May 10, 2017 at 4:30 PM. Only those candidates selected for further consideration will be contacted.

