



SHOWYOURCOLOURS

Job Title: Receptionist/Office Assistant

Cowichan 2018 Summer Games are seeking energetic and committed individuals to fill several positions that will ensure the Games are successful and a truly memorable experience for participants and local residents.

With 27 venues and 18 sports for young athletes to compete in, the Games will have a presence throughout our region.

Through the course of this work experience, the successful candidate will gain fundamental, personal, and teamwork employability skills. They will work as part of an office team and within the framework of a 14 member Board of Directors comprised of leaders serving their community as volunteers.

Staff experience will include problem solving, communication and the management of information, task and project oversight and management, time management, etc. They will learn continuously as they participate in projects and tasks, resulting in increased confidence and breadth of skill.

The day to day work of the **Receptionist/Office Assistant** will be managed by the Program Supervisor. All staff will report to the Operations Manager and work closely within Games Office staff team.

Work tasks and responsibilities:

- Work within the Games office to provide reception and clerical support, and serve as an “ambassador” of the Games to public and volunteers:
 - Answer telephones, take messages, and direct calls
 - Greet public and direct guests at the Games Office
 - Respond to enquiries regarding volunteering for the Games
 - Assist with registration of volunteers
 - Provide general office and clerical support
 - Attend Games special events
 - Attend regular team meetings and Directorate meetings where required
 - Other administrative duties as assigned
 - Maintain schedule of Games meeting rooms
 - Assist with development of Games materials and publications





SHOWYOURCOLOURS

Skills:

- Familiarity with Microsoft Office Outlook and Microsoft Word
- Strong communication skills
- Outgoing and friendly personality
- Detail oriented
- Flexible and self-motivated

Timeline:

This posting will remain open until position is filled. Available to start immediately – April 2nd, 2018. The successful candidate will be available to work 35 hours/week until August 24th, 2018.

This position is created through a Job Creation Partnership program contract between the Cowichan 2018 BC Summer Games Society and the Ministry of Social Development and Poverty Reduction. In accordance with contract, sufficient time off will be provided to Job Creation Partnership participants for job search activities.

Eligibility:

- Applicants must live in the Cowichan Region for the duration of this employment.
- Applicants must be on EI, or have been on EI in the past 5 years.

Compensation:

Rates of compensation are determined by the Ministry. Please contact your local WorkBC office for details.

Duncan Employment Service Centre
Global Vocational Services Inc.
301- 80 Station Street, Duncan, BC
Tel: 250-748-9880
www.qvsjobs.com

How to Apply:

- Please send a cover letter and resume with three references to info@bcsummergames.ca
- Please include the job title in the subject line of your email



The Employment Program of British Columbia is funded by the Government of Canada and the Province of British Columbia.