

ADMINISTRATIVE COORDINATOR

Are you constantly told to act your age? Do you love to run screaming through a sprinkler? Are you creative? Can you handle the pressure of a deadline oriented work environment? If you answered yes to these questions, then we should talk.

An exciting position is available with Waterplay® Solutions Corp. in Kelowna, BC, Canada. We are looking for a bright person to join our dynamic and innovative team as an Administrative Coordinator.

Company Information

Dream. Design. Deliver.

An industry innovator since 1987, Waterplay has turned hundreds of flat concrete slabs into inspiring three-dimensional water worlds. We are proud to call ourselves the original pioneers of the aquatic play pad movement. Since our beginning, our vision has spawned an entire industry and aquatic play pads have now brought the joy of water to people and communities around the world.

We believe in creating a product that our employees can truly believe in and can confidently stand behind as the best in the industry. At Waterplay, we encourage our employees and our clients to dream big. If you're someone who likes to work in a fast-paced and dynamic environment, send us your cover letter and resume today.

Position Overview:

The position will report directly to the Director of Finance and Administration. Duties will include but not be limited to:

- Distribution and management of inbound, interoffice and outbound mail
- Answer and transfer telephone calls
- Processing of customer deposits and invoices
- Receiving, recording and depositing customer payments
- Accounts payable verification, coding and entry
- Generate cheque runs and collate with supplier invoices
- Receiving, recording and reconciling credit card and employee expense reports
- Correspond with customers and Vendors regarding account and payment status
- Coordinate office initiatives, meetings and events
- Manage general office supplies (parking, cleaning, office supplies, recycling, etc.)
- Filing and document storage
- Manage office equipment and supplies (photocopiers)
- Administer office security and access codes (phones, alarm codes, keys, etc.)
- Administrative support to all departments as required
- Other data entry and clerical services as required

Skill & Qualifications:

- Strong interpersonal and communication skills
- Ability to work independently and in team environments
- Ability to work in a multi-task environment
- Working knowledge of MS Office (Outlook, Excel, Word, and CRM)
- Clerical accuracy, data entry, and attention to detail
- Ability to develop and maintain strong relationships with internal and external business partners
- Willingness to take on new tasks and challenges as required

This is a full-time salary paid position with benefits. Please send your résumé with cover letter and salary expectations to careers@waterplay.com or via mail:

Attention: Careers
Waterplay Solutions Corp.
1451B Ellis Street
Kelowna, BC Canada
V1Y 2A3