

Receptionist / Administrative Coordinator

We're passionate about play. We believe that bringing play to communities makes the planet more livable and socially just. With thousands of installations across the world, we're excited to be a part of the movement toward a healthier, happier, global community by offering innovative aquatic play solutions designed for developing minds, thrill seekers, budding explorers, and the young at heart.

Our work culture is important to us and we believe that with a team of people who **CARE** we can achieve amazing things. From tacking a weld to putting the final touches on a piece of ad copy, we believe that every task we undertake is important and deserves our utmost **COMMITMENT**, an **ATTITUDE** that anything is possible, mutual **RESPECT**, and a level of **EQUALITY** that invites collaboration.

We're always looking for exceptional people to join the Waterplay Group of Companies. If you like working in a fast-paced, dynamic environment, have a passion for play, and truly **CARE**, then we'd love to hear from you.

Position Overview:

Waterplay is seeking a highly organized and motivated individual to join our Administrative team. The Receptionist/Administrative Coordinator is a multidisciplinary role that manages the efficient and effective operations of all Waterplay offices/agencies. The AC is the first point of contact and will professionally and knowledgably represent Waterplay. This role is responsible for providing administrative support to all Waterplay companies and departments, as required, and acts as a link connecting agencies, departments, vendors, and staff members.

Key Responsibilities:

- Greet visitors and callers, route and resolve information requests
- Open and distribute all inbound/outbound and interoffice mail
- Manage relationships with office vendors (cleaners, supplies)
- Manage office equipment (photocopiers) and office supplies
- Coordination of office initiatives such as ticket draws, company-wide meetings and social events
- Maintain kitchen and coffee stations throughout the building ensuring the areas are kept clean and organized, supplies are fresh and well stocked, dishwashers emptied, coffee pots cleaned, garbage/recycling are organized, and overall organization/cleanliness are maintained
- Assist in scheduling departmental meetings, as required
- Organizing catering for meetings and events

- Preparation of daily huddle KPI's
- HR administrative duties – Preparing New Hire packages, maintaining /updating certain HR files/lists
- Filing and documents storage for all companies/agencies
- Data entry as required
- Travel and accommodation arrangements for Waterplay employees and/or other out of town guests, as required
- General office duties (maintenance calls, etc.)

The Ideal Candidate

- Must be an outgoing and energetic team player with strong interpersonal skills
- Will manage processes and process improvement, recognizing the value of different approaches
- Possesses organizational astuteness
- Has excellent verbal and written communication skills
- Has strong time management and multi-tasking skills, with the ability to prioritize tasks
- Must have a strong sense of discretion and professionalism
- Will be adaptable to change, demonstrating an openness to new organizational structures, procedures and technology
- Has the ability to work independently and in team environments
- Must show clerical accuracy and attention to detail
- Must be self-motivated
- Will have the desire to be proactive and create a positive experience for others

Education and Experience

- Proficient in Microsoft Office (specifically Outlook, Word, and Excel)
- 2+ years of experience in an administrative role is an asset
- Diploma in Business Administration is preferred (but not a requirement)
- Note: bilingualism is an asset
- Basic math skills

In addition, please send your resume with a cover letter to careers@waterplay.com with **“Administrative Coordinator”** in the subject line or via mail to:

Attention: Careers
Waterplay Solutions Corp.
805 Crowley Ave
Kelowna, BC Canada
V1Y 7G6

No phone calls or drop-ins please.