

Office Administrator

Our Kelowna head office group, which includes customer service, engineering, finance, HR, marketing and more, needs administrative support to keep us organized and productive. You won't be herding cats, but you'll definitely be in charge of all kinds of projects and tasks that will make your days fly by and no two will be the same.

Working closely with our Executive Assistant and our Senior Accountant, you'll assume responsibility for:

- being that first friendly voice on the phone, or perfectly written email for interacting with customers and suppliers and the general public
- creating and maintaining files (yes, in actual filing cabinets and in cloud-based ones too)
- keeping our coffee and cleaning and other office inventory supplies stocked and stored
- asking "How can I help?" and genuinely mean it. You take pride in delivering outstanding customer service, internally and externally.

We'll rely on you to take initiative to complete your work, and also welcome your ideas about ways to make our processes and activities more efficient, and enjoyable for everyone involved.

If you have experience in a professional office environment, a great sense of humor, better-than-average Microsoft Office Skills, we'd like to hear from you.

This position is funded through the Canada Summer Jobs grant program as a term position, and for the right professional, fun-loving, reliable, curious and self-motivated individual, we want this to be a permanent relationship with our organization.

Interested?

Please apply via email with "Office Administrator" in the subject line to careers@waterplay.com, or the old-fashioned way to:

Careers
Waterplay Solutions Corp.
805 Crowley Ave
Kelowna BC V1Y 7G

Waterplay has a COVID-19 plan in place to ensure the health and safety of our employees, customers, and vendors. We continue to adjust this plan in compliance with WorkSafeBC and provincial health guidelines.

We're grateful for everyone who invests time and energy to apply and we will directly contact those of you we're keen to learn more about.

www.waterplay.com